

**DRAFT MINUTES**  
**Joint Meeting**  
**Carson City Open Space Advisory Committee (OSAC)**  
**Carson City Parks and Recreation Commission (PRC)**  
**Tuesday, December 7, 2021 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**PRC Members**

<b>Chair – Kurt Meyer</b>	<b>Vice Chair – Lea Cartwright</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 – Donna Inversin</b>
<b>Member – Susan Martinovich</b>	<b>Member – Mark Kimbrough</b>
<b>Member – Mary Berge</b>	<b>Member – Robert Ghiglieri</b>
<b>Member – Kristine Currie</b>	

**Staff**

Jennifer Budge, Parks and Recreation Department Director  
Lyndsey Boyer, Open Space Manager  
Ben Johnson, Deputy District Attorney  
Gregg Berggren, Trails Coordinator  
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 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**

(5:31:36) – OSAC Vice Chairperson Inversin called the meeting to order at 5:31 p.m.

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

(5:31:53) – Roll was called, and a quorum was present.

<b>PRC Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Kurt Meyer	Present	
Vice Chairperson Lea Cartwright	Present	

Commissioner Lisa Schuette	Present	
Commissioner Stacie Wilke-McCulloch	Present	
Commissioner Lee-Ann Keever	Present	
Commissioner Dave Whitefield	Present via WebEx	5:44 p.m.
Commissioner Janice Caldwell	Present	

OSAC Attendee Name	Status	Arrived
Chairperson Alan Welch	Absent	
Vice Chairperson Donna Inversin	Present	
Member Susan Martinovich	Present	
Member Mark Kimbrough	Present	
Member Mary Berge	Present	
Member Robert Ghiglieri	Present	
Member Kristine Currie	Present	

### 3. PUBLIC COMMENT

(5:33:06) – OSAC Vice Chairperson Inversin entertained public comments; however, none were forthcoming

### 4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – OPEN SPACE ADVISORY COMMITTEE OF OCTOBER 18, 2021 AND PARKS AND RECREATION COMMISSION MEETING OF AUGUST 17, 2021.

(5:33:56) – OSAC Vice Chairperson Inversin introduced the item and entertained comments and a motion for approval of the October 18, 2021 OSAC meeting minutes.

**(5:35:30) – MOTION: Member Martinovich moved to approve the October 18, 2021 OSAC minutes as presented. Commissioner Ghiglieri seconded the motion. The motion carried 5-0-1 with OSAC Vice Chairperson Inversin abstaining, as she was absent for the October 18, 2021 meeting.**

(5:36:01) – PRC Chairperson Meyer entertained corrections and a motion for approval of the August 17, 2021 PRC meeting minutes.

**(5:36:16) – MOTION: PRC Vice Chairperson Cartwright moved to approve the August 17, 2021 PRC minutes as presented. Commissioner Schuette seconded the motion. The motion carried 6-0-0.**

### 5. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A PROPOSED DRAFT DOG RULES AND REGULATIONS POLICY FOR CARSON CITY PARKS AND OPEN SPACE AREAS.

(5:36:36) – Vice Chairperson Inversin introduced the item. Ms. Boyer provided some background on the matter and referenced the Staff Report and the accompanying attachments, all of which are incorporated into the record. She also entertained discussion on the items outlined in Attachment 2, and she and Ms. Budge responded to clarifying questions.

(5:40:16) – Commissioner Schuette believed that the statement used in two different sentences for item #2 was “a little confusing,” and she suggested modifying item #2 to read “dogs are required to be on leash at all times, including while in parks, except in designated areas.”

(5:41:06) – Member Kimbrough referenced a requirement in Boulder, Colorado for allowing a dog off leash by certifying that the dog can be put under the owner’s control, and he proposed wording item #4 to include that the owner needs to leash their dog when around other parties on the trails and open space if the owner cannot put the dog under voice control. He noted that the main complaint from the public was people with dogs off leash approaching people with or without leashed dogs, and he suggested advising people with dogs off leash to physically put their dogs under control if people are approaching on the same trail. Member Kimbrough also wished for a restriction to be added to limit the number of dogs that people are out with, with or without a leash. Member Martinovich supported Member Kimbrough’s input. Commissioner Schuette believed it was reasonable to have one person per three dogs for a dog limit. She believed it was important that trails, in addition to being made available for walkers, hikers, bicyclists, and runners, are made available to people walking their dogs, as it is an important and enjoyable passive recreation for many. PRC Vice Chairperson Cartwright also pointed out that, per subsection 1 of the Carson City Municipal Code (CCMC) 7.13.050, “no person shall keep more than three dogs.”

(5:55:08) – Member Currie was concerned about reversing the unfenced-in park areas currently designated for off-leash dog use to on-leash dog use only, and she believed that the Members and Commissioners should be careful not to reverse the designation of those parks. Ms. Budge indicated that it can be confusing when portions of some parks are off leash after a certain point and can create additional conflicts, and Staff wished to develop consistent rules to resolve that issue.

(5:58:25) – In response to an inquiry from Commissioner Whitefield, Mr. Johnson confirmed that CCMC 13.02.090 currently prohibited dogs at parks unless they are service animals or a part of a dog training class, and he stated that the Dog Rules and Regulation policy would amend and clarify that municipal code as well as update the section on open space areas. He also indicated that the District Attorney’s (DA) Office was undergoing an extensive code rewrite due to many redundancies, and he thanked Commissioner Whitefield for pointing out CCMC 13.02.120.

(6:00:50) – Ms. Budge confirmed that Staff and the subcommittee were proposing for dogs to be allowed on leash at all parks. Commissioner Keever pointed out that the resident users of Carriage Square Park were not in favor of dogs in the park at all. Ms. Budge stated that, while Staff does not want to “ignore” anyone’s comments or feelings and recognizes how those residents feel, there are already many calls placed regarding dogs in that park, and it is difficult to have one or two parks where the rules differ, as enforcement in general is already difficult for the Carson City Park Rangers. She recognized that, based on the Members’ and the Commissioners’ direction on the item, Staff will need to meet with homeowners and “do some due diligence” before completing a final draft for review. Ms. Budge added that Staff and the subcommittee had struggled over this matter in the policy but believed that the bigger issue was having consistent rules and regulations throughout parks, open space, and trails. Member Kimbrough, as a Member in the subcommittee, indicated that the subcommittee would “stand behind” Ms. Budge because “when you take just the public, ‘dogs’ is a very sensitive issue with people ... that we need to be there to support them but make it simple and make it all the way across the board so that one neighborhood isn’t special more than another, ... and it’s hard to do that, and you’re going to make some people angry, and they’re going to come to the meeting and speak to it.” He also commented that keeping the rules and regulations simple and consistent would be the best way to solve the leash problem for dogs.

(6:04:59) – In response to PRC Chairperson Meyer’s question, Ms. Boyer indicated that the Kings Canyon Waterfall Trail was discussed during the subcommittee meeting and would fall under item #5 with the following addition: “[in] some areas, dogs may either be full-on prohibited or may be required to be on leash permanently or for part of the season based on environmental sensitivity or if there’s historic or culturally significant items there.” She

explained that some things were included in the policy so Staff would have “sort of management level ability to make decisions about certain trails or certain areas.” She mentioned that the sheep grazing in the spring would be an event when Staff would prefer to prohibit dogs altogether if possible, and Staff were also investigating the topics of wetlands and detention basins. Ms. Boyer stated that the OSAC and the PRC may wish to discuss how trailheads are defined and the minimum distance from a trailhead when dogs can be off leash. She indicated that water quality personnel “adamantly agree” that dogs need to be prohibited at the Kings Canyon Waterfall Trail, as the intake for the City’s drinking water supply is directly below the waterfall, and she believed that the concerns that have been brought up related to the Kings Canyon Waterfall Trail are founded; therefore, Staff were agreeing with moving forward with prohibition at that location. Ms. Boyer clarified that dogs would be able to use Kings Canyon Road and the other trails in that area. Member Ghiglieri pointed out that there were several ways to access the creek from above and recommended controlling access at the Kings Canyon Trailhead to the Kings Canyon Waterfall Trail. He suggested adding a third category to item #3 for trails or open space for the addition of the Kings Canyon Waterfall Trail, possibly with a reason why. OSAC Vice Chairperson Inversin added that the sign at the trail above the waterfall can also indicate that there are no dogs allowed on that trail either based on the input of water quality personnel.

(6:17:16) – Based on Member Martinovich’s suggestion, Ms. Boyer agreed with using the term “access points” in the policy. Member Kimbrough recommended being clear about where the access points are to avoid access areas located on private property.

(6:18:51) – Commissioner Schuette was in favor of John Mankins Park and Ronald D. Wilson Park for dog parks and commented that “the infrastructure is there, [and] it’s an easier, more natural process, and then from there, we can look toward other dog parks and off-leash areas.”

(6:19:32) – Member Martinovich was concerned with the costs associated with the proposed off-leash areas and how the costs fit in with and impact the Budget. She also was in favor of adding a dollar per every license directed to the Carson City Parks, Recreation, and Open Space Department to offset the costs. Ms. Budge agreed with Member Martinovich’s input. She clarified that Staff are trying to mitigate the impact of some of the policy statements by finding other areas to potentially provide for off-leash dog use and the easiest way to implement those areas. She added that Staff wished to provide areas that are Americans with Disabilities Act (ADA) accessible and in an urban location, since it is not feasible for everyone to travel to rural open space areas. Member Martinovich supported Staff’s mitigation effort and wished to have more information on the proposed areas. Ms. Budge indicated that a cost analysis can be completed based on the Commissioners’ and the Members’ feedback on the areas being proposed.

(6:30:19) – Ms. Budge indicated that Staff could start drafting the policy for review and consideration by the PRC and the OSAC. Commissioners Schuette and Whitefield thanked Staff for the work they have done toward drafting a policy, and Commissioner Whitefield and Ms. Budge commended and thanked the subcommittee for assisting with the draft policy. No formal action was taken on this item.

## **6. FOR DISCUSSION ONLY: DISCUSSION AND OVERVIEW OF EXISTING CARSON CITY MUNICIPAL CODE, TITLE 13 AND POSSIBLE FUTURE REVISIONS NEEDED.**

(6:35:11) – OSAC Vice Chairperson Inversin introduced the item. Carson City Senior Park Ranger John Costello presented on the Staff Report and the CCMC Title 13: Parks and Recreation codes referenced in the accompanying attachment incorporated into the record, as well as noted possible updates to the referenced codes. Ms. Budge

added that the Parks, Recreation, and Open Space Department would be working with the DA's Office over the next couple of years to update the CCMC, and members of the public and other agencies would be contacted to assist on the matter and to borrow information for codes that are working in other areas. She and Mr. Costello also responded to clarifying questions during discussion.

(6:45:59) – PRC Chairperson Meyer thanked Mr. Costello and Ms. Budge for presenting on the item and proposed that Staff redline the Title 13 codes with the proposed additions to include in the agenda materials for review during the next meeting, which Ms. Budge indicated could be done as a next step likely for a future meeting in six to eight months.

(6:48:57) – Member Martinovich requested that Staff consider matching the links with the correct CCMC sections and suggested adding the benefit of and the reason for the changes because she believed “that’s what the story is that you need to tell the public when we go out and present that.”

(6:58:37) – Ms. Budge stated that she would provide a copy of the resolution approved by the Carson City Board of Supervisors (BOS), which refers to Nevada Revised Statutes (NRS) and the definitions of Park Rangers.

(6:59:07) – OSAC Vice Chairperson Inversin suggested potentially discussing smoking in parks for changes in regulation. Commissioner Keever informed OSAC Vice Chairperson Inversin that the PRC had discussed prohibiting smoking in parks and had decided doing so was not feasible at the time; however, the matter could be considered for the future.

**7. FOR DISCUSSION ONLY: DISCUSSION ONLY REGARDING THE MARY B. ANSARI MEMORIAL BENCH AND INTERPRETIVE SIGN PROJECT.**

(7:01:42) – OSAC Vice Chairperson Inversin introduced the item. Mr. Berggren presented the Staff Report incorporated into the record, entertained questions and comments, and responded to clarifying questions.

(7:06:45) – Commissioner Caldwell commented that she had “learned more on that 30-minute walk than I have in the 20 years that I’ve lived in Lakeview” after having walked along the Virginia and Truckee (V&T) Railroad Trail and read the interpretative signs located on the V&T Railroad Lakeview Grade.

(7:07:10) – PRC Chairperson Meyer complimented Staff and commented that the additions to the trail are “beautiful and fun.”

(7:07:41) – OSAC Vice Chairperson Inversin announced that the V&T Railroad Trail received the final 501(c)(3), and she was working on a grant application for NV Energy for more signage from Hobart Road to City Park in Reno. She added that the goal was to hold the first river-to-river ride in September 2023 and requested informing those that may be interested that she was looking for board members for the Historic V&T Trail, especially Washoe County, Lyon County, and Storey County residents. OSAC Vice Chairperson Inversin mentioned that the V&T Railroad Trail would be included in an article about the 10 best rail trails in Nevada. She also recognized the Nazir and Mary Ansari Foundation for the donation.

**8. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED UPDATES TO THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT (“DEPARTMENT”) FEE POLICY AND SCHEDULE AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS (“BOARD”).**

(7:11:45) – OSAC Vice Chairperson Inversin introduced the item. Ms. Budge and Mr. Earp referenced the Staff Report and the accompanying attachments, all of which are incorporated into the record.

(7:23:57) – Mr. Earp entertained Member and Commissioner questions, and he and Ms. Budge responded to clarifying questions. Ms. Budge indicated an additional change to note the Outdoor Recreation Program for youth and adults on page #10 under Level 3 of the “Levels of Service.”

(7:28:49) – Member Martinovich commented that she attended a concert on Sunday, December 7, 2021 with a community band, during which the band had complimented the Parks and Recreation Department for the ability to use facilities for a free concert. In response to Member Martinovich’s question, Mr. Earp stated that some of the reservations for facilities are available online for people to register on their own while some of them require calling for a reservation. Ms. Budge added that some facilities, such as the Carson City Rifle and Pistol Range, are paid for by drop-in use on site while special events at such areas as Mills Park require working with Staff to meet all of the special event requirements.

(7:31:43) – OSAC Vice Chairperson Inversin entertained a motion.

**(7:31:50) – MOTION: PRC Vice Chairperson Cartwright moved to make a recommendation to the Board of Supervisors for approval of the proposed fee policy updates with the addition of Outdoor Recreation Program cost recovery Level 3 of services, as articulated by Director Budge, and the amendment of the Youth Monthly Aquatic Pass to \$39. Commissioner Caldwell seconded the motion. The motion carried 7-0-0 for the PRC and 6-0-0 for the OSAC.**

**9. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS TO AMEND THE SCHEDULE FOR JOINT MEETINGS OF THE OPEN SPACE ADVISORY COMMITTEE AND PARKS AND RECREATION COMMISSION TO HOLD ONE JOINT MEETING ANNUALLY OR AS NEEDED.**

(7:32:41) – OSAC Vice Chairperson Inversin introduced the item. Ms. Budge referenced the Staff Report, which is incorporated into the record, and entertained feedback from the Members and the Commissioners. She also responded to clarifying questions.

(7:35:03) – In response to Member Martinovich’s question, Ms. Boyer indicated that Staff believed the current scheduling requirement for joint meetings was working well and stated that “the as needed concept is a little hard for me to get on board with just because it can be challenging to then find something that works for everyone versus having something that’s just designated on the calendar.” Member Martinovich stated that “if it’s hard for you as Staff to have duplicate items for both boards, you do it, but if there’s an opportunity where you as Staff only have to do it once, that seems to be a benefit and an efficiency to the City.” She recommended continuing with the current scheduling requirement.

(7:37:04) – Member Kimbrough referenced an anecdote, during which he indicated that “by having these meetings, it diminishes those groups [and] their ability to work within the community as an Open Space group and as a Parks and Rec[reation] group. ... Keeping them as separate bodies, to me, makes a lot of strength for what we represent to this community.” He also added that he supported Staff. Member Martinovich suggested compromising by requiring one annual joint meeting while still scheduling a second joint meeting for the possibility that the second joint meeting is needed. Ms. Budge stated that the wording of the Staff Report echoed Member Martinovich’s

suggestion, and she believed that the matter may need to be considered by the BOS to likely amend the bylaws for the OSAC and the PRC.

(7:41:08) – OSAC Vice Chairperson Inversin, having been a Member of OSAC since the implementation of the scheduling requirement, commented that “it’s been a bit of a waste of time sometimes for us. ... Some of us from [OSAC] have ... been in joint meetings where we’re dealing with Parks and Rec[reation] stuff that didn’t have anything to do with Open Space, ... and we’ve had Open Space come up in a joint meeting that [PRC] didn’t really have anything to discuss.” She stated that this joint meeting was more of a joint meeting than what she has seen many times in the past. She added that it would also be an issue if, during the joint meetings, only joint matters were being addressed while there were PRC and OSAC matters that were not being addressed.

(7:43:30) – Ms. Budge appreciated the comments and informed the Commissioners and Members that Staff “work really hard” to ensure that the agenda items pertain to both the OSAC and the PRC. She advised informing the Staff if there are examples of items that may not be appropriate for joint meetings.

(7:45:38) – Commissioner Schuette stated that she was comfortable with either modifying the scheduling requirement or continuing the current scheduling requirement for joint meetings, though she believed that having two joint meetings per year was valuable and worthwhile. She appreciated learning about matters that may have more of a focus on Open Space but do impact Parks and Recreation, and she commented that Mr. Costello’s presentation, the discussion, and Member Kimbrough’s perspective were helpful. She proposed agenda items for OSAC and then for PRC, and she suggested canceling the second joint meeting if there is not a need for it. Member Berge added that it was helpful to her that OSAC Vice Chairperson Inversin and Member Kimbrough have “wealth of knowledge” and echoed Commissioner Schuette’s suggestion. PRC Chairperson Meyer agreed with Commissioner Schuette’s and Member Berge’s input.

No action was taken on this item.

**10. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE OPEN SPACE ADVISORY COMMITTEE MEETING SCHEDULED FOR CALENDAR YEAR 2022.**

(7:51:16) – OSAC Vice Chairperson Inversin introduced the item, and Ms. Boyer presented the 2022 OSAC meeting schedule. OSAC Vice Chairperson Inversin entertained Member questions and, when none were forthcoming, a motion.

**(7:52:28) – MOTION: Member Ghiglieri moved to approve the Open Space Advisory Committee meeting schedule for calendar year 2022 with the correction of February 28 instead of February 22. Member Currie seconded the motion. The motion carried 6-0-0.**

**11. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE PARKS AND RECREATION COMMISSION MEETING SCHEDULE FOR CALENDAR YEAR 2022.**

(7:52:59) – PRC Chairperson Meyer introduced the item, and Ms. Budge noted a modification on the 2022 PRC meeting schedule to change August 2 to August 16. PRC Chairperson Meyer entertained additional corrections to the schedule and, when none were forthcoming, a motion to approve the Parks and Recreation Commission meeting schedule for calendar year 2022 with the change as articulated by Staff.

(7:54:02) – **MOTION: Commissioner Keever so moved. PRC Vice Chairperson Cartwright seconded the motion. The motion carried 7-0-0.**

## **12. STAFF UPDATES – DISCUSSION ONLY**

### **10.A DIRECTOR’S REPORT: UPDATES REGARDING DEPARTMENTAL PROJECTS, PROGRAMS AND GRANTS; RECRUITMENT FOR VACANT POSITIONS; AND BOARD OF SUPERVISORS’ ACTION ITEMS.**

(7:54:17) – OSAC Vice Chairperson Inversin introduced the item. Ms. Budge presented her report, for which the accompanying document is incorporated into the record, and stated that the Parks, Recreation, and Open Space Department was in the process of filling the Sports Field Coordinator position, there are two full-time Park Maintenance positions available, and the majority of the seasonal positions are available.

(7:55:13) – Based on OSAC Vice Chairperson Inversin’s comment, Ms. Budge indicated that all the BOS items referenced in the accompanying document were approved. OSAC Vice Chairperson Inversin requested noting whether the BOS items referenced in the Director’s Report were approved in future reports.

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

(7:55:55) – OSAC Vice Chairperson Inversin entertained Member and Commissioner announcements. Commissioner Keever informed the PRC and the OSAC that the City’s Disc Golf Course was “mentioned very favorably” in a national publication in October 2021, and the members of the disc golf community wished to build another disc golf course, for which they are looking for locations and are willing to contribute funds and sweat equity. She indicated that she had two “favorable” interactions with Park Rangers. She stated that there was a dog bite incident at Sonoma Park on Saturday, December 4, 2021, which Park Ranger Tyler Kerver, the paramedics, the Sheriff’s Office, and Carson City Animal Control had responded to and had worked well together to assist the victim. Commissioner Keever stated that some of the regular users of Sonoma Park wished to add an agility course for the dogs at the park and were willing to contribute funds and sweat equity for that project.

(7:58:08) – Ms. Budge thanked Commissioner Keever and PRC Vice Chairperson Cartwright for volunteering at the 2021 BOOnanza event and helping with running the booth.

(7:58:54) – Commissioner Whitefield thanked Ms. Budge, Mr. Earp, and Carson City Recreation Sports Program Manager Scott Chapman for their help with the Intro to Pickleball Classes as a part of the Quality-of-Life Initiative Celebration, which he noted were successful and involved approximately 60 new players and 20 to 24 volunteer coaches.

(8:00:19) – Commissioner Schuette stated that she met a woman who was interested in “beautification” and improvement of the walkway on Saliman Road from Al Seeliger Elementary School to Koontz Lane. She added that Mr. Berggren had been “amazing” by speaking with the woman and putting her in contact with other City staff. She believed this provided an opportunity to work with local organizations or neighborhood improvement groups to collaborate on improving community areas.

## **14. FUTURE AGENDA ITEMS – DISCUSSION ONLY**



(8:04:21) – OSAC Vice Chairperson Inversin introduced the item. PRC Chairperson Meyer wished to agendize discussion regarding the north end of the City and improving the landscape medians.

**15. PUBLIC COMMENT**

(8:07:41) – OSAC Vice Chairperson Inversin entertained public comments; however, none were forthcoming.

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

(8:08:10) – OSAC Vice Chairperson Inversin adjourned the meeting at 8:08 p.m.

The Minutes of the December 7, 2021 Carson City Parks and Recreation Commission and the Carson City Open Space Advisory Committee joint meeting are so approved this 28<sup>th</sup> day of February 2022.