

CARSON CITY PARKS AND RECREATION COMMISSION
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A regular meeting of the Carson City Parks and Recreation Commission was held at 5:30 p.m. on Tuesday, August 10, 1999 in the Community Center Bonanza Room, 851 East William Street, Carson City, Nevada.

PRESENT: Acting Chairperson Robert Kennedy
Cheryl Adams
Ken Elverum
Glen Martel
Jon Plank
Stacie Wilke
Charles Wright

STAFF: Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks Superintendent
Vern Krahn, Parks Planner
Katherine McLaughlin, Recording Secretary
(PRC 08/10/99; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Acting Chairperson Kennedy. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

CALL TO ORDER (1-0002) - Acting Chairperson Kennedy called the meeting to order at 5:30 p.m.

ROLL CALL (1-0004) - Roll call was taken; a quorum was present. Chairperson Osborne and Vice Chairperson Simms were absent.

ACTION ON APPROVAL OF MINUTES (1-0039) - Commissioner Martel moved to accept the minutes as provided. Commissioner Wright seconded the motion. Motion carried 7-0-2-0.

PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0053) - Ruby Townsend, the Leader of Boy Scout Troop 145, introduced a group of Boy Scouts present to fulfill a portion of the requirement for their Communications Merit Badge. Acting Chairperson Kennedy welcomed the group.

AGENDA ITEMS:

1. REVIEW AND ACTION ON WHETHER TO PROCEED WITH THE RESIDENTIAL CONSTRUCTION TAX FUNDING ALLOCATION PROCESS (1-0092) - Mr. Kastens reviewed the process by which residential construction tax revenues are projected and determined each year. Although he has not yet received final audited figures from the Finance Department, revenues for this year will total \$122,217.00. As reflected in the staff report, this figure represents a \$37,783.00 reduction in projected revenue figures. The deficit will be covered by the \$20,000 allocated for pending projects in the tentative budget and \$17,783.00 from the ending fund balance. In light of the situation, staff's recommendation was to defer allocation of funds until next year. Mr. Kastens clarified that the ten applications received, totalling \$785,177, will be carried forward to next year and will not need to be resubmitted. Commissioner Elverum suggested the decision may be easier to make if the application requests were known. Commission consensus was to defer action on this item until later in the meeting in order that the applications could be retrieved from the Parks and Recreation Department office. (1-2677) Mr. Kastens reviewed the list of RCT applications, as follows: BMX lighting - \$30,000; T-Ball parking lot - \$70,000; Ronald D. Wilson Memorial Park - \$343,340; Carson River Park - \$125,090; Archery Range - \$20,270; Community Center A & E for expanded office - \$8,050; Community Center Theater wireless microphones - \$14,865; Community Center Theater audio speaker sound system - \$132,000; Fuji Park playground equipment - \$48,025; and Mills Park exercise course - \$13,298. Mr. Kastens reiterated the situation outlined in the staff report. Commissioner Martel moved that the Parks and Recreation Commission, at this time, not proceed with the allocations for the funding for this year and carry that over to next year, whatever that surplus may be. Commissioner Plank

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seconded the motion. Motion carried 6-0-3-0. (Note: Commissioner Elverum left the meeting at approximately 6:00 p.m., prior to action being taken on this item.)

2. REVIEW AND ACTION ON APPROVAL OF ALLOWING THE CARSON CITY UTILITIES DEPARTMENT TO INSTALL A CITY MUNICIPAL WELL SITE AT THE T-BALL COMPLEX IN GOVERNOR'S FIELD (1-0381) - This item was pulled from the agenda at the request of the Utilities Department. Discussion ensued with regard to whether the Utilities Department had decided against installation of the well or discussion/action had simply been postponed. Mr. Kastens advised that inquiries had been made into the contamination caused by Mallory Electric several years ago. Questions remain with regard to the contamination and, consequently, the Utilities Department is searching for an alternative location.

3. REVIEW AND ACTION ON AWARD OF BID FOR EDMONDS SPORTS COMPLEX - PHASE I (1-0443) - Mr. Kastens reviewed the staff report and discussed the bids received and the additive alternates included in the budget. He referred the Commissioners to the project budget (Exhibit B), contained in their packets, and reviewed the same. He then reviewed additive alternate #4, the BMX track lighting project, and explained staff's recommendation that the \$51,143.00 balance in the project budget remain in the Edmonds Sports Complex fund to be used for future improvements. The entire list of additive alternates was then reviewed, and Mr. Kastens discussed staff's priorities for improvements, including lighting the large fields, either tournament field #1 or the multi-purpose soccer/football field; the BMX track lighting; and the BMX interior electrical improvements. If power can be supplied to the site, the BMX program coordinators have indicated that AA-3, the interior electrical improvements, can be done by volunteers. Discussion regarding the budget balance and recommendations for its use followed. (1-0870) Pete Livermore, President of the Youth Sports Association, expressed his pleasure that the bid came in at the estimate provided by staff. He advised that the contract would be submitted to the Board of Supervisors for approval at their next meeting. On behalf of the Youth Sports Association, he expressed his support for the bid and requested that the Parks and Recreation Commission endorse the same. (Commissioner Elverum left the meeting at approximately 6:00 p.m. A quorum was present.) Commissioner Martel moved that the Parks and Recreation Commission accept the Youth Sports Association and staff's recommendation to award the Edmonds Sports Complex - Phase 1 Site Improvements contract to Speiss Construction with additive alternates AA-2 and AA-4 and retain the remaining Edmonds Sports Complex Question 18 budget within the account for future improvements. Commissioner Wright seconded the motion. Motion carried 6-0-3-0. Acting Chairperson Kennedy expressed his appreciation for Supervisor Livermore's involvement with, and contributions to, youth activities in the community.

4. REVIEW AND ACTION ON REQUEST BY SUMMIT SECURITY HOUSING, LLC TO KEEP RESIDENTIAL CONSTRUCTION TAX FUNDS COLLECTED FROM HERITAGE PARK AT QUAIL RUN PUD IN A SEPARATE ACCOUNT TO BE UTILIZED FOR PARK IMPROVEMENTS FOR THE LINEAR DITCH AREA BETWEEN THE NORTHWEST CORNER OF GOVERNOR'S FIELD TO THE WEST SIDE OF SALIMAN ROAD; AND 5. REVIEW AND ACTION ON REQUEST BY RICHLAND HOMES AND DEVELOPMENT, LLC TO KEEP RESIDENTIAL CONSTRUCTION TAX FUNDS COLLECTED FROM NEW HORIZONS AT ROOP STREET SOUTH IN A SEPARATE ACCOUNT TO BE UTILIZED FOR THE PARK IMPROVEMENTS FOR THE LINEAR DITCH NORTH OF GOVERNOR'S FIELD BETWEEN THE EAST SIDE OF ROOP STREET AND THE NORTHEAST CORNER OF GOVERNOR'S FIELD (1-1032) - Mr. Kastens referred to the letters from Ron Kipp, of Landmark Homes and Development and Richland Homes and Development, contained in the Commissioners' packets, and explained the requests for RCT funding for the linear ditch which runs between Roop Street and Saliman Road. Mr. Kipp advised that both projects have been purchased by James Bawden. Quail Run has been renamed Heritage Park at Quail Run; Roop Street South has been renamed New Horizons at Roop Street South. Stick building is being done in both projects and both about the linear park ditch that runs along Governor's Field. He outlined the request to set aside Residential Construction Tax revenues from those two projects for the improvements on that portion of the linear park. Since the Quail Run project will have open fencing (wrought iron or something similar), Summit Security Housing is interested in that section of the linear park trail being nicely

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developed. Being aware of the difficulty in designing the bicycle path from one side of Saliman Road to the other, Mr. Kipp suggested these funds could be used for that project. Discussion ensued with regard to the benefit of completing the linear park project, its connectivity, the method for setting aside the funds, and the time table for availability of the requested funds. Mr. Kastens advised that the bike path from Roop Street to the east end of Governor's Field has been developed. The reason it is not yet paved is due to the arrangement between the City and the previous owners which allowed use of the linear ditch as part of the open space requirement for the PUD. In exchange, the previous owners agreed to build the path for the City. When Summit Security Housing purchased the property, the PUD was reconfigured to include the open space requirement within the property lines. The agreement to develop the trail was consequently lost. In the meantime, the City had pursued and secured a Symms National Trails grant in the amount of \$62,000 plus \$30,000 in matching funds for the section from Saliman Road to the prison. Staff intends to make application for additional Symms National Trails grant funding for the subject section between Saliman Road and Governor's field in February. Because the first and second sections were funded by Symms National Trails grant funds, Mr. Kastens is confident of receiving the additional award. He reviewed the construction costs for the first and second sections of the linear park and estimated costs for the last section to be approximately \$65,000. Staff had intended to utilize Question 18 trails funding for matching funds for the grant application. Mr. Kastens pointed out that it would be impossible to collect sufficient RCT revenues to use as matching funds by February. He clarified that Symms Trails grant funding is used for trails development only and not landscaping. If landscaping is a consideration, other funding sources would have to be explored. Discussion followed regarding bike path connectivity with Fifth Street, the Roop Street to prison hill path, the bypass route, the agreement with NDOT, and the design for the bike path. Mr. Kipp offered to amend his request to set aside the funds for channel improvements and landscaping so as not to interfere with the trails grant applications. Mr. Kastens expressed his concern that, in addition to the possibility of setting a precedent, segregated funding for this project, at this stage and in light of its history, is too late. He advised that Mr. Kipp was welcome to make application for residential construction tax funding for landscaping along the linear ditch, and suggested that the project may be completed sooner than if Summit Security had to wait for RCT revenues to accumulate from this project. At the time of the preliminary review process, both projects were determined to have no recreational opportunities nor values due to the adjacent Governor's Sports Complex. In addition, the playground at Governor's Sports Complex has just been completed and the linear ditch is being developed for pedestrians and cyclists. Fremont School is also considered a playground/park and was funded specifically for the purpose of servicing the surrounding neighborhoods. Commissioner Plank suggested using RCT revenues to reimburse Question 18 funds used as matching funds for the Symms Trails grant application. Mr. Kastens explained that some consideration has been given to landscaping the south side of the ditch from Roop Street to Saliman Road, but none has been given to landscaping the north side of the linear ditch from Roop to Saliman. Discussion regarding landscaping along the linear ditch from Roop Street to the east end of Governor's Field followed. Mr. Kastens explained the major project review process as related to these properties and PUDs in general. Mr. Kipp explained the reasons for changing the configuration of the development. He advised that open space, which exceeds the 45% requirement, was added within the project. Sidewalks have been eliminated and linear park ways running north and south throughout the whole project, which tie in to the linear park trail system in three locations, have been added. Commissioner Martel suggested that Summit Security Housing provide the matching funds portion of the Symms Trails grant application in return for not paying residential construction tax on the sales of the homes. Discussion followed with regard to the same. Commissioner Plank discussed the benefit of landscaping the ditches. Mr. Kastens advised that funding for landscaping the linear ditch can be applied for now. He explained that putting these revenues in a separate fund and waiting for them to accumulate will take a lot longer, whereas next year, if there is \$100,000-\$200,000 to allocate, then the Commission will have the opportunity to determine an amount for landscaping the linear ditch. Further discussion followed with regard to Commissioner Martel's previous suggestion, staff's recommendation, and revisiting this issue with an alternative approach relative to landscaping the ditch. Mr. Kipp conceded and agreed to work out a recommendation with Mr. Kastens for presentation at a future meeting. Commissioner Plank moved that the Commission remand these two proposals, items 4 and 5 on the agenda, back to the developer and to get staff to work out a "cleaner scheme." Commissioner Wilke seconded the motion. Motion carried 6-0-3-0.

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6. DISCUSSION AND ACTION ON IRRIGATION AND SEEDING PROPOSAL FOR WEST SIDE OF COMMUNITY CENTER (1-2997) - Acting Chairperson Kennedy explained the reason for agendizing this item. Mr. Krahn reviewed the map and the cost estimate contained in the Commissioners' packets. Mr. Fahrenbruch discussed CIP and RCT projects which have already been funded and which the Parks Department is waiting to do. If funding is available for this project, it would be placed on the list and accomplished as soon as possible. (Commissioner Wilke left the meeting at 7:05 p.m. A quorum was present.) Discussion ensued with regard to whether the area could be seeded and irrigated in such a way that it could still be utilized as emergency parking periodically; the procedures used for the swim meet parking; utilizing ground cover which does not require irrigation; requiring the users of the area to facilitate overflow parking; and the perpetuity of cost and maintenance with improvements to this area. Mr. Fahrenbruch suggested that the advisory committee take a close look at the area as one of the priorities for supplemental parking. Acting Chairperson Kennedy discussed the cost and time table for the Community Center parking project, and expressed the desire for staff to find a way to improve the aesthetics of the area at very little cost. Discussion ensued with regard to alternative methods for irrigation and alternative types of grass seed. Commissioner Martel moved to recommend that the Parks and Recreation Department include this irrigation and landscaping project in next year's CIP request for further discussion and consideration with the input, as mentioned by Acting Chairperson Kennedy and Commissioner Plank, of the minimum of improvements. Commissioner Plank seconded the motion. Discussion ensued with regard to the CIP time table, and Commissioner Martel's motion. Commissioner Martel clarified his motion to indicate that improvements should be discussed during the CIP process but, in the short term, improvements to the area should be made with low cost/low maintenance materials such as Mr. Krahn and Mr. Fahrenbruch suggested. Mr. Kastens discussed staff's recommendation for funding this project. Commissioner Adams suggested utilizing the area for community garden plots and discussion ensued with regard to the same. Acting Chairperson Kennedy called for a vote on the pending motion. Motion carried 5-0-4-0. Acting Chairperson Kennedy requested that a proposal be presented at the next meeting.

7. UPDATE, DISCUSSION AND ACTION ON APPROVED CIP PROJECTS (2-0619) - Mr. Kastens reviewed the staff report and CIP awards to the Parks and Recreation Department. He discussed the Sheriff's dispatch computer software packages currently being reviewed, as related to the CIP awards made earlier in the year. Several Parks and Recreation projects are on hold pending the selection of the software package, as outlined in the staff report. Acting Chairperson Kennedy suggested this item be agendized for action at the September 21st meeting. Commissioner Adams advised that the Sheriff's Office is in the process of entering into an agreement with a consultant to help them choose their software. The Purchasing Department has been advised that the process should take no longer than thirty days. No formal action was taken.

GENERAL DISCUSSION

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (2-0823) - None.

COMMENTS FROM COMMISSION MEMBERS (2-0825) - Commissioner Martel requested information with regard to a status report on the design standards. Mr. Krahn has not yet heard anything from Andy Burnham but will keep the Commission updated. Mr. Burnham is in the process of writing "the two missing sections."

STATUS REPORTS FROM COMMISSION MEMBERS (2-0856) - None.

COMMENTS AND STATUS REPORTS FROM STAFF (2-0860) - Mr. Krahn discussed the parking issues at the Community Center and distributed an updated, expanded list of the Mills Park Long-Range Parking Facilities Technical Advisory Committee. A meeting is scheduled for September 9 at 12:00 p.m. Commissioner Martel suggested limiting the involvement of additional committee members until after the first meeting. Discussion ensued with regard to the original members of the committee, meeting with the original committee members first, and inviting the additional committee members at the time the public is invited. Commissioner Plank advised that the Mayor is interested in concluding this matter as soon as

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possible. Mr. Kastens reported on the success of the swim meet hosted at the Aquatic Facility, the Silver Dollar Car Classic hosted at the opposite end of Mills Park, and a 42-team, over 50 softball tournament at the Centennial Softball Complex. The Farmers Market seems to be doing very well at the Pony Express Pavilion. Acting Chairperson Kennedy commended the Parks and Recreation Department staff on the success of the events. Mr. Kastens advised that the President of the Wellington Crescent Homeowners Association had contacted him and indicated a willingness to work out the details of the bike path.

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (2-1331) - Mr. Kastens reported that the Rifle and Pistol Range has extended its project completion date to August 15. He encouraged the Commissioners to visit the range after August 15 to view the completed project. Mr. Krahn advised that the linear bike path from Saliman Road to the prison property has been put out to bid with a pre-bid meeting scheduled for the end of the month. Construction is targeted to begin in the fall.

ADJOURNMENT (1-1469) - Commissioner Martel moved to adjourn the meeting at 7:40 p.m. Commissioner Wright seconded the motion. Motion carried 5-0-4-0.

The Minutes of the August 10, 1999 meeting of the Carson City Parks and Recreation Commission are so approved this _____ day of September, 1999.

LARRY OSBORNE, Chairperson