

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the December 3, 2002 Meeting

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A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, December 3, 2002 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Jim Dunn
Vice Chairperson Stacie Wilke
Tom Keeton
Glen Martel
Larry Osborne
Jon Plank
John Simms

STAFF: Steve Kastens, Parks and Recreation Department Director
Scott Fahrenbruch, Parks and Recreation Department Operations Director
Sandy Tschumperlin, Administrative Assistant
Barbara Singer, Recreation Superintendent
Kathleen King, Recording Secretary

NOTE: 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 AND ROLL CALL (1-0001) - Chairperson Dunn called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioners Cabrera and DePauw were absent.

ACTION ON APPROVAL OF MINUTES - November 19, 2002 (1-0031) - Commissioner Martel moved to approve the minutes, as presented. Commissioner Keeton seconded the motion. Motion carried 7-0.

PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0020) - None.

AGENDA ITEMS:

1. STATUS REPORT ON COMMUNITY GARDEN PROJECT (1-0051) - Mr. Fahrenbruch introduced JoAnn Skelly, of the University of Nevada Cooperative Extension, who provided an overview of the garden project participants; feedback received from the evaluation meeting; donations of funding, supplies, seeds, tools, signs, and equipment; and plans for next year's garden. Ms. Skelly thanked Mr. Fahrenbruch and his staff for their participation and assistance.

Mr. Fahrenbruch discussed Commissioner Plank's and former Commissioner Bob Kennedy's involvement in developing the community garden project. He provided background information on Commissioner Plank's vision for designating a community garden site over the past several years. He discussed the aesthetic benefit to the east end of the cemetery near the new cemetery office, and commented that the project was very worthwhile. He expressed appreciation to Ms. Skelly and the Cooperative Extension staff for their involvement, the Senior Citizens Center staff for helping to promote the project, United Rentals for its many contributions to the community garden, and individual members of the Parks Department, as follows: Park Operations Coordinator Tom Case, Park Maintenance Workers Steve Mariolo and Steve Crawford, Cemetery Sexton Dave Stultz, Cemetery Maintenance Worker Ken Fraser, and Cemetery Maintenance Volunteer Rex

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Jennings.

Ms. Skelly acknowledged she anticipates greater participation next year. Mr. Fahrenbruch advised that there is additional space north of the existing garden for expansion. Ms. Skelly responded to additional questions regarding measures taken by the individual gardeners to prevent pest damage. She discussed some of the problems experienced by the gardeners, including communication challenges, which prompted further definition and clarification of the rules for next year's garden. She commented that the entire experience was very valuable and beneficial to the community. Commissioner Plank thanked Mr. Fahrenbruch and Ms. Skelly for their involvement.

In response to a question, Ms. Skelly discussed demographic information of the participants and expressed a desire to involve a broader cross-section of the community, including families. She responded to additional questions regarding the possibility of involving the gardeners in the annual Farmers Market. Chairperson Dunn thanked Mr. Fahrenbruch and Ms. Skelly for their report.

2. DISCUSSION AND ACTION REGARDING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN (1-0419) - Mr. Kastens reviewed the staff report and the attachments. In response to a comment, he acknowledged the length of time many of the projects have remained on the A list. He advised that, other than the projects recommended by staff for elimination, the listed projects are needed. He acknowledged the limited funding available and advised that staff lobbies for the largest allocation possible through the CIP process. He reviewed and discussed several of the items recommended for elimination from the A list and those recommended for lower priority. Mr. Fahrenbruch provided additional detail on the reasons for transferring the concrete path repairs at various park sites and the basketball court resurfacing at Park Terrace Park to a lower priority list. Mr. Kastens and Mr. Fahrenbruch responded to questions regarding the tennis court preventive maintenance program at various City parks, and phase 3 of the asphalt replacement/drainage improvements at Governor's Field. Mr. Kastens explained that the estimated cost of each project has been increased by at least 5% from last year's figures. Some of the projects include an additional fee to cover the City's Development Services contract management and construction management costs. Mr. Kastens responded to additional questions regarding the Parks and Recreation master plan element. **Commissioner Osborne moved that the Parks and Recreation Commission eliminate the items on the A, C, and D lists, as suggested by City staff. Commissioner Martel seconded the motion. Motion carried 7-0.**

Mr. Kastens suggested a method for addressing the items on the four priority lists. He acknowledged that action should be taken to include the supplemental requests on the priority lists. In response to a question, Mr. Fahrenbruch advised that the Parks Department is responsible for maintenance of irrigation systems at all City facilities. **Commissioner Simms moved that all the supplemental requests presented to the Commission at this meeting be placed on the A list, as recommended by staff. Commissioner Martel seconded the motion. Motion carried 7-0.**

Chairperson Dunn suggested sorting the lists by year in descending order for ease of reference and Mr. Kastens agreed to do so. Chairperson Dunn reviewed the three items recommended for transfer from the A priority list to the B priority list. **Commissioner Martel moved to transfer the A to B items on the A list, the B to A item on the B list, the C to A item on the C list, and the D to A item on the D list, as per staff's recommendation. Commissioner Simms seconded the motion.** Mr. Fahrenbruch acknowledged that the basketball court resurfacing project for Park Terrace can be postponed; staff will be

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recommending return of the project to the A priority list next year. Chairperson Dunn called for a vote on the pending motion; **motion carried 7-0**. Chairperson Dunn reviewed the six items added to the A list, as follows: Phase III of the Governor's Field asphalt replacement/drainage improvement project; seven thermal covers for the pools at the Aquatic Facility; playground equipment for the Centennial Softball Complex; A&E Trail to Empire Ranch Trail; tennis court improvements at Centennial Park; and replacement of the Tahoe Room floor at the Community Center. **Commissioner Simms moved to accept the lists, as amended, as presented by staff. Commissioner Martel seconded the motion. Motion carried 7-0.**

3. DISCUSSION AND ACTION REGARDING THE PRIORITIZATION OF 2003-04 FISCAL YEAR CAPITAL IMPROVEMENT BUDGET REQUESTS (1-1276) - Mr. Kastens reviewed the staff report and the attachments. Chairperson Dunn opened the meeting for comments and input from the Commissioners on the requests.

Commissioner Plank discussed his preference for funding Community Center projects in that, in his opinion, it is the most heavily used facility by the widest age-range of citizens in the community. He reviewed and discussed statistical information on use of the Community Center which was provided by Ms. Singer. He noted that the cost of the west side parking lot project has increased \$100,000 since the Commission first began discussing it. He suggested setting aside money annually to pay for the project. He further noted that completion of the project would add 65-70 parking spaces to the Community Center facility, address a drainage problem on the west side of the building, and provide landscape to hide "the ugly side of this building." Discussion took place regarding the nature of the parking lot project, and Mr. Kastens expressed support for Commissioner Plank's suggestion to annually set aside funding. Commissioner Plank pointed out that the last building addition to the Juvenile Probation/Detention Center was funded cumulatively, and Mr. Kastens reviewed other similarly funded projects. Commissioner Simms discussed the importance of finishing phased projects, including the auditorium seating project at the Community Center Theater, phase II of the ADA improvements at the Community Center, phase II of the day use area at Carson River Park, and phase III of the asphalt replacement project at Governor's Field. He further discussed, and indicated a priority for, the Future Improvement Study at Governor's Field. Chairperson Dunn expressed support for constructing outdoor basketball courts at Mills Park, and discussed the reduction in cost of the Tahoe Room floor replacement project. He inquired as to whether the A&E Trail to Empire Ranch Trail could be reduced by \$501, and Mr. Kastens indicated that he would check into this. Vice Chairperson Wilke expressed support for the playground equipment at the Centennial Softball Complex. Chairperson Dunn agreed. Commissioner Plank commented that former Commissioner Ken Elverum would have been supportive of additional outdoor basketball courts. [Chairperson Dunn recessed the meeting at 6:23 p.m. in order that staff could tally the priorities. He reconvened the meeting at 6:37 p.m.]

Mr. Kastens reviewed the under \$15,000 priorities, as follows: Centennial A&E - Tennis Court Lighting (\$9,370); Tennis Court Preventive Maintenance Program (\$13,440); Community Center Facility Signage (\$8,316); Governor's Field Improvements to Buildings and Structures (\$13,650); and the seven thermal covers for the pools at the Aquatic Facility (\$10,500). Mr. Kastens reviewed the over \$15,000 priorities, as follows: Community Center Construction - West Side Parking (\$546,400); Community Center Auditorium Seating - Phase III (\$28,298); Governor's Field Asphalt Replacement/Drainage Improvements - Phase III (\$105,000); Mills Park Outdoor Basketball Courts (\$41,800); and Community Center Replacement of Tahoe Room floor (\$20,000). Ms. Tschumperlin totaled the under \$15,000 projects (\$55,276) and the over \$15,000 projects (\$395,098). In response to a question, Mr. Kastens advised that typically the under \$15,000 projects receive \$50,000 in CIP funding.

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Mr. Kastens acknowledged that he would be submitting the Commission's priorities to the CIP Committee. Commissioner Plank provided the statistical information compiled by Ms. Singer, and Mr. Kastens commented on the accuracy of the figures. **Commissioner Simms moved that the Parks and Recreation Commission approve the list as established for the priorities under \$15,000. Commissioner Osborne seconded the motion. Motion carried 7-0. Vice Chairperson Wilke moved that the Parks and Recreation Commission approve the top five over \$15,000 priorities. Commissioner Keeton seconded the motion. Motion carried 7-0.**

GENERAL DISCUSSION:

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-2384) - Mr. Kastens advised that the December 17th meeting would be canceled. He wished the Commissioners Merry Christmas.

COMMENTS FROM COMMISSION MEMBERS (1-2407) - Vice Chairperson Wilke expressed appreciation to the Commissioners and staff, and stated that she had enjoyed her service as a Commissioner. Chairperson Dunn thanked Vice Chairperson Wilke for her participation and commented that the community has benefitted from her four years of service on the Commission. Commissioner Osborne advised of his service to the Commission since 1995 and commented that the experience has been enjoyable. In anticipation of a very busy legislative session and other demands on his time, he tendered his resignation from the Commission effective December 31, 2002. He expressed appreciation to his fellow Commission members, both present and past, and to City staff for "everything they do for this Commission, the community, and the parks." He advised of a "healthy respect" for the efforts of staff with "sometimes ... very inadequate resources." Commissioner Simms expressed a preference for refusing Commissioner Osborne's resignation. He expressed appreciation for Vice Chairperson Wilke's perspective, and echoed Chairperson Dunn's hope that the next School Board representative will be as diligent. He expressed appreciation for Commissioner Osborne's contribution to the Commission, and advised that he had learned a great deal from sitting next to him at Commission meetings. Chairperson Dunn agreed with Commissioner Simms' comments, and expressed appreciation for Commissioner Osborne's participation and service to the Commission.

STATUS REPORTS FROM COMMISSION MEMBERS (1-2650) - None.

COMMENTS AND STATUS REPORTS FROM STAFF (1-2669) - None.

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX AND CAPITAL IMPROVEMENT (1-2675) - Mr. Kastens advised that the Fuji Park improvements are "going very well." A few unforeseen circumstances have arisen; however, he anticipates the project to be completed by the end of December or beginning of January. Chairperson Dunn agreed that the improvements look good.

ADJOURNMENT (1-2735) - Chairperson Dunn wished the Commissioners and staff a Merry Christmas and Happy New Year. **Vice Chairperson Wilke moved to adjourn the meeting at 6:55 p.m. Commissioner Osborne seconded the motion.** Mr. Kastens acknowledged that elections of officers will be agendaized for the next meeting. **Motion carried 7-0.**

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The Minutes of the December 3, 2002 meeting of the Carson City Parks and Recreation Commission are so approved this _____ day of February, 2003.

JIM DUNN, Chair