CARSON CITY PARKS AND RECREATION COMMISSION
Minutes of the March 2, 1999 Meeting
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A regular meeting of the Carson City Parks and Recreation Commission was held at 5:30 p.m. on Tuesday, March 2, 1999 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Larry Osborne
Vice Chairperson John Simms
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, Park Planner
Sandy Tschumperlin, Administrative Assistant
Barbara Singer, Recreation Superintendent
Mitch Ames, Recreation Supervisor, Community Center
Kurt Meyer, Recreation Supervisor, Aquatic Facility
Stephanie Simpson, Reservation Coordinator
Joel Dunn, Recreation Specialist, Sports
Bonnie Fahrenbruch, Recreation Specialist, Youth
Kathleen King, Recording Secretary
(PRC 03/02/99; 1-0001)

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

A. CALL TO ORDER AND ROLL CALL (1-0002) - Chairperson Osborne called the meeting to order at 5:30 p.m. A roll call was taken and a quorum established. Commissioner Kennedy was absent.

B. ACTION ON APPROVAL OF MINUTES (1-0012) - None.

C. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0017) - None.

D. AGENDA ITEMS

D-1. REVIEW AND POSSIBLE ACTION ON REPORTS TO COMMISSION BY VARIOUS COMMITTEES FOR BUDGET PROPOSAL PURPOSES (1-0022) - Mr. Kastens advised there would be no reports prior to review of the budget.

D-2. REVIEW AND POSSIBLE ACTION ON FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (1-0034) - Chairperson Osborne advised the Commission that the five-year projects could be reviewed and prioritized in a future meeting. Mr. Kastens explained the designations of the Five-Year CIP list and requested the Commissioners' input with regard to assigning request items a different designation on the list. Discussion ensued with regard to a new community park on the south end of town, a neighborhood park in the general area south of Nye Lane, north of Hwy. 50 and east of Airport Road, the Carson River prison property trail, and the juvenile facility sprinkler system. Chairperson Osborne requested this item be re-agendized for a future meeting.

D-3. REVIEW AND POSSIBLE ACTION ON 1999-00 CAPITAL IMPROVEMENT BUDGET REQUESTS (1-0248) - Mr. Kastens explained the recommendation codes on the 1999/2000 CIP list. The requests were reviewed by category, in order of priority, as follows:

Parks Administration:
(1-0280) - Phase 1 of Ronald D. Wilson Memorial Park. The master plan was recently approved and the requested funds would be used for the central portion of the park, the playground equipment and the parking lot. This project will be completed in approximately three phases. Discussion ensued with regard to any potential conflict with storm drainage facilities.

(1-0342) - Governor's Field Tee Ball Complex. Mr. Kastens discussed the current condition of the parking area and explained this request is for funding construction of the parking lot, including the addition of landscaped islands, lighting, and a striped path. He further discussed safety features of the design. Discussion ensued with regard to completion of this project, reduction of dust and erosion problems, and safety issues.

(1-0329; 0423) - Day Use Area, Phase 2, Carson River Park. This request is made in connection with the Carson River Advisory Committee. Funding for the first phase of the project completed the parking lot and some trail development. Phase two funding will complete water system improvements, irrigated turf area, miscellaneous shrubs and trees, children's playground, information kiosk, and picnic shelter.

Parks and Recreation (under $10,000):
(1-0458) - Picnic tables and park benches at various park sites. Mr. Fahrenbruch explained this is a duplicate of the request awarded last year. In addition, Residential Construction Tax funds were received and added to the Parks System budget. Discussion ensued with regard to the number, type, and cost of tables and benches.

(1-0478) - Architectural and engineering costs to relocate and replace announcer's stand at Carson City Fairgrounds Rodeo Arena. Mr. Fahrenbruch explained the announcer's stand was never engineered for the amount of use and type of loads it receives. He has received many complaints from the users with regard to its state of disrepair. He proposed relocating the announcer's stand which would expand the use of the rodeo arena. Discussion ensued with regard to the various uses of the fairgrounds.

(1-0510) - Architectural and engineering costs to replace or remodel Mills Park Restroom Building. Mr. Fahrenbruch discussed the state of disrepair of the restroom building and complaints from users of Pavilion A.

(1-0530) - Architectural and engineering costs to design the outdoor lighting system to replace existing system at Centennial Tennis Complex. Mr. Fahrenbruch discussed complaints from the users and the high maintenance requirements of the existing system. Discussion ensued with regard to the existing system.

(1-0551) - Architectural and engineering costs to remodel restrooms at Centennial Tennis Complex and Ross Gold Park. Mr. Fahrenbruch discussed the obsolete fixtures and plumbing, high maintenance requirements, and heavy use during the spring and summer months at both locations, and that neither of the restrooms are ADA compliant.

Parks and Recreation (Over $10,000):
(1-0574) - Parks equipment replacement fund. Mr. Fahrenbruch explained this is an annual request involving a three-year projection to replace parks maintenance equipment.

(1-0581) - Replacement of existing irrigation system at Governor's Field. Mr. Fahrenbruch reviewed last year's funding for phase one. The funding requested is for phase two of this four-year program. Discussion ensued with regard to the current high maintenance requirement, and installation of the irrigation system.

(1-0617) - Mr. Kastens explained priority item three is the request for purchase of a mobile home to house a caretaker at the corporate yard. This item was removed from the Parks and Recreation Commission packets because it is an item to be addressed by the City departments located at the corporate yard. Discussion ensued with regard to funding the caretaker position and the departments the position benefits.

(1-0667) - Playground equipment replacement fund. Mr. Fahrenbruch explained this item is requested as part of a continuing three-year projection. With the exception of Fuji Park, all park facilities are currently in compliance with national standards. The request presented is for bringing Fuji Park into compliance and continuing the process of refurbishing park equipment which is 10-12 years old.

(1-0678) - Replacement of asphalt paths at Ross Gold Park with concrete paths. Mr. Fahrenbruch explained replacement of the paths will make the park ADA compliant with concrete accesses to the playground area, restrooms, and picnic shelter. Discussion ensued with regard to the durability and life of concrete vs. asphalt, maintenance costs and safety issues.

(1-0705) - Replacement of the irrigation system at the Juvenile Probation Facility. Mr. Fahrenbruch discussed the age and high maintenance requirement of the existing system. Discussion ensued with regard to the importance of recreation at the facility and any potential impact on the irrigation system of the proposed new additions to the facility.

(1-0774) - Replacement of the roller hockey rink at the Pony Express Pavilion. Mr. Fahrenbruch explained this request has a much higher priority than designated. He discussed the dangerous condition and high maintenance requirements of the hockey rink; and the possibility of a different funding source. Discussion ensued with regard to the purchase and manufacturer of the existing hockey rink, the durability and life of dasherboards, the assistance provided by the staff of Vintage Classic Car Motors, continued use of the existing rink, the commitment of Sierra In-Line Hockey to fundraising, the possibility of available grants, and lease purchase agreements.

Community Center (Under $10,000):
(1-1022) - Replacement of the Community Center emergency power system. Mr. Ames discussed the age of the system, the areas the system powers, and the gas land-line hook-up. Discussion ensued with regard to the designation of the Community Center as a shelter in times of disaster, and the potential problems a loss of power in the theater could cause during an event.

(1-1078) - Replacement of Bonanza, Comstock, Sierra Room and Office mini-blinds. Mr. Ames discussed replacing the blinds with fabric vertical blinds. Discussion ensued with regard to calculating the energy savings.

(1-1122) - Completion of multi-channel wireless microphone system. Mr. Ames explained this project was partially funded last year through Residential Construction Tax. This year's request is for the balance of the funding needed to complete the project, which has been reduced by two channels thereby reducing the cost by approximately $4,000.

(1-1135) - Installation of a donated satellite dish. Mr. Ames discussed the potential of this project opening up a new area of revenue for the community center in that satellite programs could be downlinked. The installation of the dish on the gym roof makes up a large part of the cost. Discussion ensued with regard to the condition of the dish and upgrading the receiver.

(1-1158) - Architectural and engineering services for expansion of Recreation Division Office. Mr. Ames discussed the need for more space in the community center office.

Community Center (Over $10,000):
(1-1166) - Expansion of long-life, low-maintenance commercial ceramic tile project. Mr. Ames discussed the tile area design plan provided in the Commissioners' packets, the ADA requirements and aesthetic benefits of this project.

(1-1198) - Architectural and engineering fees for construction of parking lot on the west side of Community Center. Mr. Krahn explained this request is for funding the engineering fees and construction budget of this project, in conjunction with the approval of the Community Center Master Plan. Discussion ensued with

regard to the presentation of the Community Center Master Plan to the Board of Supervisors, the exclusion of building expansion from the master plan, proposed expansion of the office, and an additional outlet onto Roop Street.

(1-1284) - Replacement of gymnasium tile flooring. Mr. Ames discussed cracks in the floor, asbestos content, and measures being taken to prevent asbestos hazards.

(1-1314) - Replacement of Tahoe Room special exercise floor. Mr. Ames discussed the request for a wooden floor in order to expand use of the Tahoe Room.

(1-1328) - Mr. Kastens requested input from the Commission with regard to their priorities for the CIP program. Discussion ensued with regard to a procedure for indicating priorities. Committee consensus was to mark ten priorities each and have staff tally the numbers.

Chairperson Osborne recessed the meeting at 6:55 p.m. and reconvened the meeting at 7:03 p.m. A quorum was present.

Mr. Kastens reviewed the final results and the top priorities indicated by the Commissioners. Commissioner Martel moved that staff proceed with the CIP process with recommendations as summarized. Commissioner Elverum seconded the motion. Discussion ensued with regard to the order of priority requests to be presented to the CIP Committee. Chairperson Osborne called for a vote on the pending motion. Motion carried 8-0-1-0.

D-4. REVIEW AND POSSIBLE ACTION ON 1999-00 PARKS AND RECREATION BUDGET (1-1624) - Discussion ensued with regard to the procedure for reviewing the budget.

Recreation Division:
(1-1671) - Barbara Singer introduced Joel Dunn and Bonnie Fahrenbruch. Ms. Fahrenbruch discussed responsibilities of a proposed recreation coordinator position, expansion of two Latchkey sites -- Fremont Elementary and Mark Twain Elementary, expansion of the Summer Loafer program, and expansion of the Trailblazer program. Ms. Singer discussed the 21st Century Learning Center Grant Program, a cooperative effort with the school district. The grant will fund enrichment programs, the incorporation of Boy Scouts and Girl Scouts into after school Latchkey programs, and the incorporation of Boys and Girls Club programs. She further reported on a grant being pursued through the Bureau of Alcohol and Drug Abuse to fund after school programs for middle school children. (1-1794) Joel Dunn discussed increases in participation of the basketball program, and revenue generated for the softball program through concessions. Mr. Kastens reviewed the request for a Secretary I position for the Recreation Office and the response of the Board of Supervisors. Ms. Singer discussed a special request for funding of scholarships for summer camps for the mentally and physically challenged. Discussion ensued with regard to criteria for granting scholarships, current activities including UNR games, plays, musicals, and increased participation.

Community Center:
(1-1970) - Mr. Ames discussed the continuing remodel of the Sierra Room, use of student technicians in the theater, increase in participation in Latchkey and sports programs, and the lighting contract for the first phase of design for the theater using Question 18 revenues. He reviewed special requests, including a grant writer for Question 18 funds, and a contract fund raiser to solicit corporate and private funds and to initiate giving programs to raise funds for the community center and the theater.

Aquatic Facility:
(1-2025) - Mr. Kastens discussed the schedule for completion of the aquatic facility. Kurt Meyer reviewed the method by which salaries were calculated for the aquatic facility budget, increase in staff and their responsibilities, increase in services and supplies, and careful monitoring of the utility bills over the next year. Ms. Singer advised the Commission that part of the aquatic facility budget is being funded by the Quality of Life Initiative and Mr. Meyer reviewed the delineation of the same.

Parks Division:
(1-2268) Mr. Fahrenbruch reviewed a special request to upgrade an existing seasonal hourly position to a permanent position, Parks Maintenance Worker II, and explained the need for the position due to added areas of responsibility. Priority number two is to increase the seasonal work force by two positions. He discussed the additional responsibilities for additional facilities which justifies the positions.

Quality of Life Maintenance:
(1-2343) Mr. Kastens reviewed the increase in salaries, seasonal hourly positions, and equipment for the Parks Department in order to maintain the T-Ball complex and the Edmonds Sports Complex. Discussion ensued with regard to maintenance vehicles and the value of the Quality of Life Initiative.

Quality of Life Capital:
(1-2495) - Mr. Kastens explained this budget remains the same with regard to the capital projects. The aquatic facility will continue to be the biggest expenditure for this year.

Parks and Recreation Administration:
(1-2521) - Ms. Tschumperlin noted the increase in salaries is due to the addition of an accounting technician in the Parks and Recreation Department.

Grants, Gifts and Donations:
(1-2541) Mr. Kastens explained this budget includes Carson City Softball Association funds, Fuji Park funds, and Youth Sports Association funds from room tax. These are dedicated funds which, if not expended, roll forward as line items to the next fiscal year. He commented on the slight increase in room tax for this fiscal year which will generate more funds for the Youth Sports Association. Softball concessions also generated a large increase in revenue.

Pony Express Pavilion:
(1-2581) Mr. Kastens explained the majority of funds in this budget have historically been spent on maintenance of the hockey rink, and confirmed he will continue to determine the highest and best use of the pavilion.

Residential Construction Tax:
(1-2601) Mr. Kastens advised this budget will remain at an allocation of $100,000.

Park Bond:
(1-2627) Mr. Kastens reviewed the debt retirement for the Park Bond project, two percent of which is coming from room tax through the Carson City Convention and Visitors Bureau. Because of a decrease in the debt retirement and an increase in room tax, Residential Construction Tax will most likely not be used this year.

(1-2705) Commissioner Elverum moved to approve the Parks and Recreation budget as presented. Commissioner Wright seconded the motion. Motion carried 8-0-1-0.

E. GENERAL DISCUSSION

E-1. FUTURE AGENDA ITEM REQUESTS FROM COMMISSION MEMBERS (1-2717) - None.

E-2. COMMENTS FROM COMMISSION MEMBERS (1-2720) - Commissioner Simms expressed his concern over old park equipment and fixtures and maintenance of the same. Mr. Kastens stated there are no major problem areas at this time of which the Parks and Recreation Department is not already aware.

E-3. STATUS REPORTS FROM COMMISSION MEMBERS (1-2818) - None.

E-4. COMMENTS AND STATUS REPORTS FROM STAFF; E-5. STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX AND CAPITAL IMPROVEMENT (1-2819) - Mr. Kastens advised that the pool project is moving forward, and the radio control clubhouse/restroom facility is progressing. Mr. Krahn reported that the Edmonds expansion project is underway and the reclaimed water line is being installed. The Community Center and Rifle and Pistol Range Master Plans will be submitted to the Board of Supervisors on March 4. Mr. Kastens met with the architect and engineer regarding the Sheriff's communication center at Ross Gold Park and reviewed their site plan. He reviewed the memo included in the Commissioners' packets regarding the Shenandoah Heights Subdivision, discussed the Bicycle System Meeting, and the bicycle system plan.

F. ADJOURNMENT (1-3020) - Commissioner Wright moved to adjourn the meeting at 8:12 p.m. Commissioner Martel seconded the motion. Motion carried 8-0-1-0.

The Minutes of the March 2, 1999 Carson City Parks and Recreation Commission Meeting

ARE SO APPROVED _____, 1999.

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LARRY OSBORNE, Chairperson