

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the April 20, 2004 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, April 20, 2004 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Tom Keeton
Vice Chairperson Donna DePauw
Donna Curtis
John Felesina
Charlene Herst
Michael Hoffman
Pete Livermore
John McKenna
Thomas Patton

STAFF: Scott Fahrenbruch, Acting Parks and Recreation Director
Vern Krahn, Park Planner
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 during regular business hours.

CALL TO ORDER AND ROLL CALL (1-0011) - Chairperson Keeton called the meeting to order at 5:30 p.m. Roll was called; a quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0012) - None.

1. ACTION ON APPROVAL OF MINUTES (1-0020) - None.

2. CHANGES TO THE AGENDA (1-0021) - None.

3. AGENDA ITEMS:

3-A. ACTION TO APPOINT CHAIRPERSON TOM KEETON AS SPOKESMAN FOR THE PARKS AND RECREATION COMMISSION AT THE BOARD OF SUPERVISORS APPEALS HEARINGS TO FINALIZE THE CITY BUDGET FOR FISCAL YEAR 2004-05 ON APRIL 27, 2004 (1-0022) - Mr. Fahrenbruch reviewed the staff report and, in response to a question, advised that other Commissioners would be welcome to attend the appeals hearing as long as there is no quorum. **Commissioner McKenna moved to appoint Chairperson Tom Keeton as spokesman for the Parks and Recreation Commission at the Board of Supervisors appeals hearing. Commissioner Herst seconded the motion. Motion carried 9-0.**

3-B. UPDATE ONLY ON THE QUALITY OF LIFE INITIATIVE PAST PROJECTS AND FUTURE PROJECT TIME LINES (1-0063) - Mr. Fahrenbruch reviewed the staff report, and Mr. Krahn reviewed the Completed Projects matrix (Exhibit A) including the various funding sources for each project. He responded to questions regarding the construction phases of Carson River Park and electrical work at the Edmonds Sports Complex. Mr. Fahrenbruch advised that infrastructure is incorporated into the first

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phase of construction projects as often as possible in order to avoid tearing up turf and irrigation lines. Mr. Krahn reviewed the funding sources and construction phases of the Linear Park Bike Path, the Mexican Ditch Bike Path, and the V&T Multi-Use Path. He responded to questions regarding the Wungnema House restoration project, and discussion took place regarding its history and current uses. Additional discussion took place regarding the Aquatic Facility, and Commissioner Livermore suggested amending the "Construction Cost" figure to include the 1986 Park Bond investment. Mr. Fahrenbruch provided an overview of, and responded to questions regarding, the Street Tree Program. Mr. Krahn responded to questions regarding the cost of the Community Center Theater improvements.

With regard to the Future Quality of Life Initiative Projects, Mr. Fahrenbruch reviewed the options associated with the Multi-Purpose Community Gym/Recreational Center, including a partnership with the Boys and Girls Club, designating a stand-alone site, or converting the Pony Express Pavilion. He advised that staff has considered developing an RFQ package for review by the new Parks and Recreation Department Director. In response to a question, he discussed the possibility of developing an ice skating rink in Carson City. Commissioner McKenna requested that staff agendaize the various options for discussion prior to proceeding with any preliminary studies, and Commissioners Patton and Livermore agreed. Commissioner Livermore further suggested reviewing the elements of Question #18. Following discussion, Commissioner McKenna expressed a preference to involve the Commission in the conceptual stage of the gymnasium development.

With regard to the possibility of pursuing bond funds, which was outlined in the July 15, 2003 staff report included in the agenda materials, Mr. Fahrenbruch advised that Finance Department staff is considering a City-wide view which includes a new Sheriff's administration facility in addition to the park projects. In response to a question, Mr. Fahrenbruch advised that the existing gymnasium is over-utilized and attention must be given to the future expansion of programs. He advised that School District facilities are utilized as much as possible. In response to a question, Mr. Fahrenbruch advised that the new facility would be in addition to the existing Community Center.

With regard to the new recreation facility, Commissioner Patton suggested that staff develop a time line with various scenarios and a preliminary cost estimate for each. Mr. Fahrenbruch discussed the possibility of developing a RFQ to hire a consultant to review the various scenarios, determine the best possible option, and agendaizing the option for review by the Commission. Staff would then review each scenario with associated costs, pros and cons, etc. Mr. Fahrenbruch agreed with Commissioner McKenna's comments to further review and discuss the concept in order to ensure that the scope of the RFQ is correct. Commissioner Livermore suggested considering available resources and the appropriate time to bond. Once funding is in hand, a decision can be made regarding projects and priorities. He suggested that the parks and recreation master plan update may provide an opportunity to examine options, and that discussion should begin as soon as possible. Commissioner Patton requested staff to agendaize, for a future meeting, a proposed RFQ for review by the Commission. Mr. Fahrenbruch advised that he would agendaize a status report regarding the bonding proposal outlined in the July 15, 2003 staff report included in the agenda materials. Chairperson Keeton commented on the difficulty of determining "hard costs" until a "real" project has begun to move forward.

Mr. Fahrenbruch advised that the Centennial Park (lower complex) will be presented to the Commissioners for review in the near future. He explained that when the project was first conceived, as part of the ballot question, the need was for additional softball fields. However, the direction has changed to a need for adult

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soccer and baseball fields. Mr. Fahrenbruch discussed the possibility of United States Soccer Association grant funding, and of partnering with WNCC. He clarified that these are possibilities which are only at the conceptual stage; however, staff is seriously considering a way to maximize Question #18 funds to construct an adult soccer stadium, part of which could be used as a multi-use field to accommodate adult baseball. He advised that additional softball fields could still be accommodated at the upper or lower portions of the Centennial Park Complex. He acknowledged that the interest in softball appears to be waning. The lower fields at the Centennial Softball Complex were only used twice last year. Mr. Fahrenbruch advised that the trend has been evident in other places, not just Carson City. An adult soccer program, which is currently using two fields at the lower complex, has provided funding for facility maintenance.

Vice Chairperson DePauw noted that Question #18 specifies two adult softball fields at Centennial Park. She acknowledged that times have changed, but expressed opposition to “going against ... the ballot issue.” Mr. Fahrenbruch reiterated that the proposal was in the conceptual stage. Commissioner McKenna suggested that an advisory question to modify the language of Question #18 may be necessary. Commissioner Patton advised of having reviewed Question #18 earlier in the afternoon, and disagreed with the characterization that the list of projects is mandatory. He read a portion of Question #18 into the record, and expressed the opinion that the language indicates a list of recommended projects. He suggested that the ballot question was not written to lock in a particular use of funds or to prevent the Parks and Recreation Department from adjusting to the needs of the community. He strongly disagreed that the list included in the ballot question was “set in stone.” Commissioner McKenna expressed the opinion that the language of the ballot question should be carried out as written and enacted by the voters. Commissioner Patton reiterated his disagreement, and suggested that the voters would be more upset if the City were to develop fields which are not needed and then request additional funding to convert them to the type of use which is needed. Commissioner McKenna advised that the process would need to be well publicized and very formal in order to provide for sufficient public participation. Vice Chairperson DePauw provided background information on development of the ballot question, and suggested that the list included in the question was “extremely important to the ballot question committee” as well as to the voters.

Commissioner Curtis suggested requesting a legal opinion from the District Attorney’s office. Commissioner Livermore suggested that this may be premature, and that additional discussion needs to take place. He noted that Mr. Fahrenbruch was simply suggesting the possibility of the need to change the priority. He reiterated his interest in incorporating the discussion into development of the master plan. Mr. Fahrenbruch advised that his purpose in sharing the information with the Commission was as a result of meetings which had already taken place. No determination has yet been made with regard to feasibility. Mr. Fahrenbruch explained that staff is interested in the concept because of the pressing need for adult soccer fields while the softball fields have been sitting vacant. Commissioner Felesina agreed with Mr. Fahrenbruch’s observations in that he has witnessed the lower fields “packed” with soccer players and their families. Commissioner Patton expressed a concern with regard to tying Question #18 priorities into the master plan in that the ongoing projects would be delayed. Commissioner Livermore clarified that consideration of changing the Question #18 future project priorities should be included in the master plan. Commissioner Patton discussed the importance of adequate notice to the public of the Commission’s agenda. Mr. Fahrenbruch acknowledged that a master plan exists for Centennial Park.

With regard to Carson River Park Phase II, Mr. Krahn advised that Parks staff developed and submitted to the Division of State Lands a grant application based on the Question #1 Opportunities Map. The grant

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request for \$150,000 is contingent upon the City providing \$75,000 in matching funds and \$75,000 of in-kind services. Mr. Krahn advised that the \$75,000 in matching funds was not recommended for approval as part of the CIP program, and that staff would therefore request an allocation from the Question #18 unreserved fund balance. He described details of the project.

Mr. Krahn reviewed details of the Fairgrounds/Fuji Park Phase II project, including street frontage improvements, drainage improvements at the fairgrounds, improvements to the bucking chutes, replacement of the announcer's booth, and relocation of the caretaker's residence. He acknowledged that the existing announcer's booth is a safety concern which needs to be addressed as soon as possible. In response to a comment, he referred to Exhibit B and advised that all available funding approved by the Board of Supervisors and committed to the project was designated by a check mark, for a total of \$862,911. The additional request for phase II of the project is \$180,000 and, in response to a question, Mr. Krahn explained the estimated project cost figure reflected in the future projects table. Extensive discussion took place with regard to the same, and Mr. Fahrenbruch advised that the \$100,000 estimate for the urban fishing pond could be subtracted from the estimated project cost, leaving a figure of \$942,911.

Mr. Krahn clarified the estimated project costs reflected for the Community Center Theater Stage Orchestra Pit and Stage Lighting. He reviewed details of the Edmonds Sports Complex phase II project, including parking north of the caretaker's residence, BMX track lighting, and additional, lighted multi-use fields. In response to a question, Mr. Krahn advised that the \$30,000 residential construction tax allocation represented a "down payment" on the BMX track lighting project. Actual costs won't be known until the design process begins. Mr. Krahn referred to the April 28, 2003 memo from former Parks and Recreation Department Director Steve Kastens which recommends allocating Question #18 funding to complete the project in a timely manner. Mr. Fahrenbruch responded to questions regarding the purpose for lighting the BMX track. He advised that a soft light system is being considered which will eliminate glare on the adjacent residential properties.

Mr. Krahn explained the \$5 million Question #1 allocation for the Lake Tahoe Multi-Use Path project which will be divided between Carson City, Washoe County, and Douglas County. He advised that a consultant team between the three counties will be hired to work with staff on design of the project. Parks staff is hopeful to submit a Question #1 grant application during the next cycle to hire the consultants to begin considering path alignment, environmental regulations and assessments, etc. Commissioner Hoffman pointed out that the language of Question #1 indicates the \$5 million "could be made available." In response to a question, Mr. Krahn advised that a memorandum of understanding has been approved by Douglas County and will be submitted to Carson City for review in the near future. The purpose of the MOU is to designate staff from the three counties to begin the design process. Mr. Krahn advised that the \$5 million allocation has a 50/50 match requirement. With regard to design of the path, there may be situations in which one county will require more construction funds than the other two. Mr. Krahn acknowledged having reviewed the MOU, and Commissioner Hoffman requested the opportunity for the Commission to review it prior to submitting it to the Board of Supervisors.

Commissioner Curtis requested information regarding trail and path project priorities, and Mr. Fahrenbruch advised that most of the priorities listed in the future projects table are driven by grant, partnership, and funding opportunities.

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4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT PROJECTS (1-2233) - With regard to capital improvement projects, Mr. Fahrenbruch advised that the only "over \$15,000" project recommended for approval was resurfacing the Mills Park Tennis Courts. The Ronald D. Wilson Memorial Park potable water line project was eliminated from the CIP list because Development Services has committed to extending a reclaimed water line to the site. Mr. Fahrenbruch reviewed the "over \$15,000" projects which were not funded. He advised that all six "under \$15,000" projects were recommended for approval as part of the City Manager's budget. These included the Aquatic Facility outdoor pool covers, the Parks Shop chemical storage enclosure, Citywide park signage, Centennial Complex and Ross Gold Park restroom architectural and engineering fees, Governor's Field improvements to building and structures, and repair of concrete paths and sidewalks at various parks. Mr. Fahrenbruch acknowledged that the CIP list may be subject to the budget appeal process on April 27th. (1-2364) Mr. Fahrenbruch advised of having participated in the CIP Committee and the City's Budget Committee, and expressed the opinion that the Parks and Recreation Department budget was fairly considered together with all other City departments. He advised that the only inclination to appeal would be if levels of service are impacted.

Mr. Krahn advised of having met with Development Services staff to review the construction documents and the grading plan for Ronald D. Wilson Memorial Park. He advised that he will provide a time line once the project is further along. He noted that the project budget is a concern, and advised that he will continue to update the Commission as appropriate.

STATUS REPORT ON UPDATE OF THE PARKS AND RECREATION ELEMENT TO THE MASTER PLAN (1-2422) - Mr. Krahn advised of having received the first draft scope of work for both the comprehensive master plan and the parks and recreation element. He thanked the volunteer working groups for their input. He advised that the two drafts are not blended as well as staff would have liked, and that they are being returned to the consultants for further revision. He advised that the previously anticipated joint meeting between this Commission and the Planning Commission, will not go forward on May 18th. Staff is considering a joint meeting in June, and Chairperson Keeton requested staff to agendize this matter for discussion at the next meeting.

STATUS REPORT ON STATEWIDE BALLOT QUESTION #1 PROGRAM, GRANT APPLICATIONS, AND PROJECTS (1-2490) - Previously covered.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2505) - Mr. Fahrenbruch circulated a thank you note from Mr. Kastens.

STATUS REPORTS AND COMMENTS FROM COMMISSIONERS (1-2135) - In response to a question, Mr. Fahrenbruch discussed the methods by which the Parks and Recreation Director position is being advertised. Commissioner Livermore advised that City Manager Linda Ritter will be forming two committees, one comprised of advisory committee members and one comprised of City staff, to provide input on selection of the Parks and Recreation Director. He advised that the position is advertised on the City's website. In response to a question, Mr. Fahrenbruch advised that Human Resources Department staff was requested to advertise the position in national parks and recreation publications. He cautioned the Commissioners that the job announcement included in the agenda materials was not a job description.

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In response to a question, Vice Chairperson DePauw advised that she would be in attendance at the Arbor Day Celebration. She invited the other Commissioners to attend, and advised that 2004 is the tenth year for Carson City to be designated as a Tree City USA. (1-2330) Commissioner Livermore provided an overview of this year's budget process. (1-2508) Vice Chairperson DePauw commended staff on the monument signs. Commissioner Livermore encouraged the Commissioners to visit the Edmonds Sports Complex, and commended Parks staff on its appearance and excellent condition. He discussed safety issues associated with light poles at Governor's Field. Commissioner Hoffman suggested that the Commissioners attend the soccer shootout at the Edmonds Sports Complex just to see how many people participate.

FUTURE AGENDA ITEMS FROM COMMISSIONERS (1-2570) - Commissioner Herst requested staff to agendize a report on the Recreation Division Latch Key and summer programs. Commissioner Patton requested staff to agendize discussion regarding RFQs on a recreational facility. Chairperson Keeton advised that agenda items for the May 4th meeting should be provided by noon on April 27th.

5. ACTION ON ADJOURNMENT (1-2609) - Commissioner Livermore moved to adjourn the meeting at 7:47 p.m. Commissioner Herst seconded the motion. Motion carried 9-0.

The Minutes of the April 20, 2004 meeting of the Carson City Parks and Recreation Commission are so approved this 18th day of May, 2004.

THOMAS N. KEETON, Chair