A regular meeting of the Carson City Parks and Recreation Commission was held at 5:30 p.m. on Tuesday, November 16, 1999 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Vice Chairperson John Simms
Cheryl Adams
Ken Elverum
Robert Kennedy
Glen Martel
Jon Plank
Charles Wright

STAFF: Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks Superintendent
Vern Krahn, Parks Planner
Sandra Tschumperlin, Administrative Assistant
Kathleen King, Recording Secretary
(PRC 11/16/99; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Vice Chairperson Simms. 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 (1-0007) - Vice Chairperson Simms called the meeting to order at 5:30 p.m. Roll call was taken; a quorum was present. Chairperson Osborne and Commissioner Wilke were absent.

ACTION ON APPROVAL OF MINUTES (1-0020) - Commissioner Kennedy moved to approve the minutes of the October 12, 1999 meeting. Commissioner Wright seconded the motion. Motion carried 7-0-2-0.

PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0013) - None.

AGENDA ITEMS:

1. REVIEW OF STATUS ON AQUATIC FACILITY REMODEL ADDITION CONSTRUCTION (1-0032) - Mr. Kastens referred the Commissioners to the memoranda attached to the staff report. He advised that additional funding had been approved by the Board of Supervisors, and will be acquired through increased interest earning and sales tax collections; no other project was impacted in the Question 18 Parks Capital Budget. With the additional funds, total completion of the aquatic facility is anticipated. The Board of Supervisors directed that any additional funding requests be made by the contractor, architect, and engineer rather than City staff. Mr. Kastens expressed appreciation for this input from the Board of Supervisors as a contractor's representative was present at the meeting. In speaking with the representative after the meeting, a clear understanding of the direction for completion of the project has been established. Mr. Kastens reported that the project is moving along, the old indoor structure is gone, and the mechanical room associated with it is being reconfigured and reconstructed. Excavation of the therapeutic pool is nearly complete, and excavation and pouring of the pillars for the new water slide at the southwest corner of the pool is complete. The entire deck from the old pool has been removed, and footings for the structure covering the therapeutic pool are nearly complete. Footings for the new changing/dressing rooms associated with the therapeutic pool have been excavated. Mr. Kastens further reported that the State Short Course Championships were hosted at the 50 meter pool last weekend. There was a tremendous turnout, and lots of positive feedback was received from the participants. The new scoreboard was used, and pictures of the swimmers were added, using a digital camera. Parking was a premium at the Community Center with the swim meet and the production of "Annie Get Your Gun" in the theater. The Aquatic Club and the theater users worked well together to share the available parking. Mr. Kastens advised that the

scheduled completion date for phase 2 of the aquatic facility is January 31, 2000. Commissioner Kennedy advised he had attended the Board of Supervisors meeting to provide input, if necessary. He commended Mr. Kastens on his excellent presentation. Mr. Kastens discussed the original contingency amount and the challenging nature of the entire project. He intends to complete the project at budget which will be below the second lowest bidder, as well as below ten percent of the original contingency amount. Recreation Supervisor Kurt Meyer has reported many new and returning adult lap swimmers at the facility, and Mr. Kastens has received additional positive feedback. Discussion ensued regarding the "best time" accomplishments of many of the participants at the recent swim meet. No formal action was required or taken.

2. REVIEW ON CURRENT CONSTRUCTION STATUS OF PARKS CAPITAL IMPROVEMENT PROJECTS (QUESTION 18) AND RESIDENTIAL CONSTRUCTION TAX PARK PROJECTS (1-0248) - Mr. Krahn referred the Commissioners to the staff report, and the status of each project was briefly reviewed, as follows:

a. EDMONDS SPORTS COMPLEX (1-0272) - Mr. Krahn discussed the excellent work done by Speiss Construction of Santa Maria, California, especially in the area of assembling the team of subcontractors. Kevin O'Brien, of O'Brien Construction, has been the on-site general contractor and has done an excellent job of orchestrating the subcontractors. A great deal has been accomplished in a short period of time, with very few delays, and the subcontractors have worked well together. Most of the project has been moving along smoothly, although the electrical system has caused some frustration. Equipment was required to be ordered with a 45-60 day waiting period. The landscaping, hydroseeding, parking lot, signs, and fences are complete. Mid-December is the anticipated arrival date of the electrical equipment, and the contract provides for an estimated completion date of January 13, 2000. Very few change orders have been submitted on this project. Some were generated at the request of the City, such as expansion of the tournament field. At 95% completion of the project, however, only approximately 1/3 of the contract contingency has been used, and Mr. Krahn anticipates return credits. With regard to the subcontractors, Mr. Krahn acknowledged that they were all local.

b. CARSON RIVER PARK (1-0325) - Mr. Krahn reported that the project is progressing ahead of schedule. The parking lot was due to be paved by November 12, and the contractor completed it the first week in November. The contractor is now in the process of installing the port-a-toilet structure and the fishing pier. The contract deadline is the middle of December, and Mr. Krahn anticipates the project to be completed by that time.

c. LINEAR PARK BIKE PATH (1-0348) - Mr. Krahn reported this project is progressing well. The project was divided into three tasks which the contractor was required to complete within certain time frames. Task A was completed on time. Task B will be completed by November 18, 1999. A ten-day extension was granted due to soil conditions and design modifications to the gravel base material. Task C involves setting the bridge on the concrete abutments. Mr. Krahn advised that the bridge has been ordered and is under construction. He anticipates a late December contract completion date, and encouraged the Commissioners to visit and walk the path.

d. RIFLE AND PISTOL RANGE (1-0381) - Mr. Krahn reported that this project is complete, although the contractor still had a few punch list items to complete as of the date of the dedication. He commented on the renewed interest, on behalf of the users, in maintenance and upkeep. Mr. Fahrenbruch and his staff have been working with the volunteers on a bi-weekly basis. Additional trash barrels have been provided, and regulatory signage will be installed.

e. NORTHRIDGE LINEAR PARK (1-0420) - Mr. Fahrenbruch advised that the phase one work is complete, with the exception of a few punch list items. He described the course of the park, its landscaping, and features. The roundabouts at Spooner Drive and Carriage Crest Drive are also landscaped. Phase two will begin soon with grading and installation of concrete paths, and irrigation and landscaping will begin next spring. Phase two of the project will extend all the way to Roop Street. As part of this project,

work will begin on Steinheimer Park next year.

f. BLACKWELL'S POND PARK (1-0457) - Mr. Fahrenbruch reported on a pre-construction meeting with the contractors and the developer a couple of weeks ago. Since that time, grading and installation of the drainage pipe has begun. The next phase is to install concrete paths, tree irrigation, the picnic shelter, and the playground. The final phase of the project will include hydroseeding the turf areas, conservation seeding and wildflowers on the slopes. He reminded the Commissioners of the design change to incorporate the wetlands.

g. EMPIRE RANCH PARK I AND II (1-0474) - Mr. Fahrenbruch advised that Empire Ranch Park I, the small one-acre park, is complete and includes concrete paths, sod, trees and shrubs, and rock landscape areas. The Parks Department has not accepted this park as the contractor still has punch list items to complete, however, the park is open to the public. Mr. Krahn advised of a complimentary article printed in the neighborhood newsletter regarding the parks. Mr. Fahrenbruch reported that Empire Ranch Park II is still under construction. The park includes slope areas, concrete paths, sod, trees and shrubs. Incorporated on the slopes will be wildflower seed mix, which is the remaining item to be completed. A roundabout between Park I and Park II, and the entryway off Highway 50, remain to complete the entire project. Discussion ensued with regard to landscaping roundabouts.

h. LONG RANCH PARK AND OPEN SPACE AREAS (1-0543) - Mr. Fahrenbruch reported that he has been working with the developer and contractors to bring Long Ranch Park to an acceptable standard. Several punch list items remain to be addressed before the Parks Department will take over maintenance of the park. Long Ranch Park is one of the first RCT developments and there is no two-year maintenance period. Therefore, as soon as the park is complete, the Parks Department will accept full responsibility for maintenance. Mr. Fahrenbruch reviewed the punch list items, as follows: the turf quality, weed control issues, cracked concrete, grading and drainage issues. He acknowledged that the contractors and the developer have been very cooperative. He reviewed the amenities of the park, including a creek, concrete paths, a picnic shelter and playground, horseshoe courts, and turf as well as native grass. With regard to the open space areas, Mr. Fahrenbruch reported that the City has accepted phases one and two. Landscaping in phase four will begin shortly as the paths are already installed. The biggest issue with the open space areas is maintenance. He and Mr. Kastens have had many conversations, and a neighborhood meeting, with the residents. He discussed the request, during the last budget process, for a seasonal or full-time worker to assist in maintaining the park. As funding was not approved for the position, he is hopeful that the next budget process will fund the position. Mr. Krahn reported that the developer is getting ready to start phases four and five which include more of the open space common areas. Mr. Kastens discussed the retention area to the east of Thames Road, and the comments and complaints received regarding the same. He advised that the Parks Department is not responsible for this area, as Development Services has advised that it is part of the drainage associated with the subdivision. Development Services is working with the developer to determine who is responsible for maintenance of the area. He reported on a meeting with the Utilities Department regarding the possibility of installing a municipal well in the far northeast corner of the development. Test drilling will begin in the next 1-2 months. Discussion ensued with regard to the retention basin, and Mr. Kastens acknowledged that the residents would like for the City to take over maintenance. Unless directed to do so, however, Mr. Kastens indicated the Parks Department would not be involved. He pointed out that design considerations for easier maintenance would have been required by the City in order to take over responsibility. Mr. Krahn advised that the developer has been discussing the drainage master plan with Development Services Manager Mahmood Azad, and there may be some detention facilities in the open space area of phase four. This is very preliminary, however.

i. BMX BUILDING (1-0696) - Mr. Krahn reported that the BMX Building is complete, and has been painted, together with the existing two-story building. He reported that both buildings look very nice and are great additions to the facility. The users hope to install electrical wiring and services in the spring.

Commissioner Kennedy discussed removal of the quonset hut behind the existing cemetery office. Mr.

Kastens thanked him for the reminder. No action was required or taken for this agenda item.

3. UPDATE ON NEVADA ARTS COUNCIL GRANT APPLICATION FOR FUTURE MURAL PROJECT (1-0762) - Mr. Fahrenbruch announced that the next mural will be a cooperative project between the Carson City Parks and Recreation Department and the Brewery Arts Center. He met with Joe McCarthy and Carol Scott to discuss the details of the program. The grant application is due March 21, 2000. The goal is to create ongoing sponsorships and fund raising activities so that eventually the program will not rely on public funding. Another advantage will be that the murals would not be limited to public facilities. A committee will be established to determine the site and theme of the mural and, if the grant is through the Carson City Parks and Recreation Department, Mr. Fahrenbruch will present the project to the Commission for approval. If the funding is allocated, the project will begin June 1, 2000. The committee will hire the artist, appoint the coordinator, and select the site. The committee hopes to involve High School youth, including, but not limited to, at-risk youth. He emphasized the ultimate goal of making the program self-supporting by seeking private donations and sponsorships throughout the community. Interested parties should contact Mr. Fahrenbruch or Joe McCarthy, of the Brewery Arts Center. Vice Chairperson Simms commented on the positive feedback received regarding the pump house mural. No action was required or taken.

4. REVIEW OF THE NEW "BUDGET YEAR PLUS ONE" PROCESS ADOPTED BY THE BOARD OF SUPERVISORS (1-0840) - Mr. Kastens reviewed the new process, and advised of a meeting with the Finance Director and his staff to remind them that the Parks and Recreation Department shares its budgets with the Commission. He advised that discussion regarding budgets will begin at the next meeting of the Commission. Ms. Tschumperlin discussed the time constraint for the regular budget, in addition to the five-year projected SPAN budget, and the five-year CIP plan. She advised that the Finance Department had granted an extra week to enable the Parks and Recreation Department to present the CIP plan and the budget to the Commission. This will be done on December 7, 1999 and February 15, 2000, respectively. A draft listing of CIP projects was distributed to the Commissioners for review and prioritization. Mr. Kastens reviewed the five-year CIP program, and requested the Commissioners review the list and determine their priorities. The agenda packets for the next meeting will contain staff's recommended priorities for the A list. He reminded the Commissioners of the two areas of prioritization: less than $10,000 and over $10,000. Discussion ensued with regard to the list prioritized by the Commission last year, and Mr. Kastens advised that the documentation will be provided to the Commissioners prior to the next meeting. Further discussion ensued regarding projects which will not get funded depending on the outcome of the Sheriff's Office software issue. Mr. Kastens advised that all numbers had been increased by 5% from last year, and that CIP items will be done on an annual basis. He requested input from the Commission with regard to whether or not they wanted to review each division's entire budget. Vice Chairperson Simms advised he is interested only in budget materials which relate to projects, existing parks, and future plans. Commissioner Kennedy concurred and suggested that information be included regarding funding new positions in order that the Commission can be prepared to support the Parks and Recreation Department. Commissioner Plank requested budget materials which reflect a change in policy only. Mr. Kastens reiterated that CIP requests would be agendized for the next meeting. Ms. Tschumperlin advised that the budget hearings may be held during the day. Mr. Kastens requested that the Commissioners indicate at the next meeting whether or not a daytime meeting will be inconvenient. Supervisor Plank pointed out that the Board of Supervisors has been and will continue to be accommodating. (Commissioner Kennedy left the meeting at 6:41 p.m. A quorum was present, as noted.) Vice Chairperson Simms thanked Ms. Tschumperlin for her presentation. No formal action was required or taken.

5. UPDATE ON THE MILLS PARK/HIGHWAY 50 EAST PARKING PROPOSAL (1-1185) - Mr. Kastens reported that at the last Convention and Visitors Bureau meeting, $16,000 was allocated toward the temporary parking project. The original cost of $52,925 has thus been reduced to $36,925. The Board of Supervisors has approved the temporary and permanent plans, and funding is all that remains to complete the project. No formal action was required or taken.

GENERAL DISCUSSION

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-1228) - None.

COMMENTS FROM COMMISSION MEMBERS (1-1216) - None.

COMMENTS AND STATUS REPORTS FROM STAFF (1-1222) - Vice Chairperson Simms requested information regarding the status of the dispatch center funding. Mr. Kastens advised that construction started last week. The project has been completely funded other than a few items necessary for occupancy, including parking lot landscape and the emergency backup generator. No determination has been made with regard to the software, and Mr. Kastens was unaware of any time frame sooner than January 2000. Vice Chairperson Simms expressed dismay at the possibility of the CIP projects being lowered in priority due to the delay. Commissioner Martel requested information regarding the status of the park design standards. Mr. Krahn explained that the park design standards are divided into two parts, as follows: one is the construction standard details and specifications. He explained that Parks Department staff plans to present the consultants with a standard set of specifications and a standard set of details. The consultant will then apply them to the drawings which will minimize review time and provide the necessary information for construction documents. The other portion has been put on hold because the Utilities Department and Engineering Services are inundated with freeway projects and deadlines. Commissioner Adams requested a status report on the underground power line at the Edmonds Sports Complex. Mr. Krahn advised that Mr. Kastens asked to have Mike Pidlypchak provide an update at the next Youth Sports Association meeting. The drawings are being finalized by the Utilities Department and Sierra Pacific Power, with a construction window of December or January. Parks Department staff is currently working on contractual agreements, through the Purchasing Department, to delineate responsibilities. The goal is to have the project completed prior to the start of soccer season. Commissioner Wright requested an update with regard to the trails signage project. Mr. Kastens signed the project agreement for the boy scout who is designing the gazebos. He will attempt to contact Bill Ghiglieri regarding the trail signage project. (1-1345) Mr. Kastens commented on the National Parks and Recreation Association Executive Development School which he and Mr. Fahrenbruch attended. This was Mr. Kastens' third year in attendance, and Mr. Fahrenbruch's second year. He provided an overview of the sessions he attended, including a website development session, and a grant writing session. Mr. Fahrenbruch commented that he had enjoyed the school and looks forward to attending in future years, as well as including additional Parks Department staff. Mr. Kastens expressed appreciation for the cooperation between Carson City agencies and organizations involved in recreation. Vice Chairperson Simms commented on the problems experienced between sports organizations in Reno and the Reno Parks and Recreation Department. Mr. Fahrenbruch reported that Empire School has adopted Park Terrace Park through the Adopt-A-Park program. A meeting is scheduled with Empire School staff on Thursday, November 18 at Park Terrace Park to review projects. Mr. Krahn reported on the stream bank stabilization and erosion control project at Carson River Park. The Streets Department is in the process of hauling rocks from their storage area, and approximately 130 bundles of willows have been harvested. Mr. Krahn anticipates that equipment will actually be in the River moving rock into place beginning the week of November 22. This project represents the end of the 1999 construction year.

STATUS REPORTS FROM COMMISSION MEMBERS (1-1343) - None.

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-1445) - Previously covered.

ADJOURNMENT (1-1449) - Commissioner Wright moved to adjourn the meeting at 7:30 p.m. Commissioner Martel seconded the motion. Motion carried 6-0-3-0.

The Minutes of the November 16, 1999 meeting of the Carson City Parks and Recreation Commission are so approved this _____ day of December, 1999.

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LARRY OSBORNE, Chairperson