

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the September 2, 2003 Meeting

Page 1

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, September 2, 2003 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Stacie Wilke
Vice Chairperson Tom Keeton
Donna Curtis
Donna DePauw
Jim Dunn
Charlene Herst
Michael Hoffman
Pete Livermore
John McKenna

STAFF: Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks and Recreation Director of Operations
Vern Krahn, Parks 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 (1-0007) - Chairperson Wilke called the meeting to order at 5:33 p.m. Roll was called; a quorum was present. Commissioner Curtis arrived at 6:25 p.m.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0006) - Richard Linkul, representing HealthSmart, provided information on the Great American Weight Loss Challenge program. He distributed fliers to the Commissioners, staff, and the citizens present and, at the request of Chairperson Wilke, provided a contact person and a telephone number.

1. ACTION ON APPROVAL OF MINUTES - August 19, 2003 (1-0093) - Commissioner McKenna moved to approve the minutes. Commissioner Herst seconded the motion. Motion carried 8-0.

2. CHANGES TO THE AGENDA (1-0101) - None.

3. AGENDA ITEMS:

3-A. PRESENTATION ONLY BY ANNE MACQUARIE, SECRETARY FOR MUSCLE POWERED, A PEDESTRIAN/BICYCLE GROUP, REGARDING CREATION OF THEIR CARSON CITY BIKE MAP AND HOW IT WILL ASSIST THE PARKS AND RECREATION DEPARTMENT TO FACILITATE RECREATIONAL OPPORTUNITIES WITHIN THE CARSON CITY PARK SYSTEM (1-0103) - Mr. Krahn introduced Ms. Macquarie, and thanked her for attending the meeting and for pursuing the grant funding to develop the map. Ms. Macquarie provided background information on Muscle Powered, its purpose, membership, and programs. She referred to the Bicycle Route Map included in the agenda materials and discussed its purpose to educate and inform. She provided background information on the Bicycle Route Map, which was developed through public/private

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the September 2, 2003 Meeting

Page 2

partnerships, including the Nevada Office of Traffic Safety; Carson City Parks and Recreation Department and Development Services Department; Gnomon, Inc.; and local advertisers. She discussed the budget which was estimated at \$12,875 and advised that the map was actually produced for \$7,835. The City paid for the printing in the amount of \$2,813; the Nevada Office of Traffic Safety and Muscle Powered, through the local advertisers, paid the balance. She advised that 10,000 copies have been printed and are being distributed through the local advertisers, various City departments, the California State Automobile Association, and the Carson City Field Office of the Bureau of Land Management.

Ms. Macquarie reviewed the map features, which include primary and secondary routes, back country trail heads, and hazardous and unfinished routes. In response to a question regarding additional signage for Fifth Street, Ms. Macquarie advised that since it is a state route, additional signage would have to be approved by the Nevada Department of Transportation. She has discussed with the NDOT Planning Director the hazards of Fifth Street for bicyclists and pedestrians. She suggested, at the very least, a "Share the Road" sign, and indicated that a better solution would be actual bike lanes and shoulders. Mr. Kastens discussed development of the linear park path and advised that as freeway construction progresses, the path will be available for non-motorized traffic all the way to Eagle Valley Middle School. Commissioner McKenna noted that bicycles, as vehicles, have every right to the middle of the lane on Fifth Street. Mr. Kastens advised that staff would check into the possibility of additional signage on Fifth Street.

In response to a question, Ms. Macquarie explained that the purpose of the Muscle Powered map is to provide information on bicycle and pedestrian routes through town. She noted that it is not a planning document. She responded to questions regarding the route designations depicted on the Muscle Powered map and map distribution points. Mr. Kastens discussed the importance of the safety/educational information included on the back of the map, and the method by which the Muscle Powered members designated the routes. Ms. Macquarie responded to additional questions regarding designation of hazardous routes. Commissioner Herst expressed appreciation for the route map. Chairperson Wilke expressed appreciation for the hard work of all those involved in development of the map.

3-B. PRESENTATION ONLY BY APPLICANTS FOR RESIDENTIAL CONSTRUCTION

TAX FUNDING (1-0477) - Mr. Kastens reviewed the staff report, and provided an overview of the residential construction tax application process. In response to a question, he advised that the Commission decided to carry forward last year's applications. In response to a further question, he advised there were no residential construction tax allocations last year.

Mr. Krahn reviewed the application for architectural and engineering fees for phase 2 of Carson River Park. He and Mr. Kastens responded to questions regarding the priority placed on this project by the Carson River Advisory Committee, costs associated with the conceptual site plan, and the construction time table for phase 2.

Mr. Krahn reviewed the application for funding to plant additional trees at various neighborhood parks. In response to a question, Mr. Fahrenbruch explained the designation of various neighborhood parks. He advised that population of the Mills Park Arboretum is being pursued through other funding sources. He discussed the amount of tree depreciation which has taken place in neighborhood parks due to vandalism, age, and other factors. He acknowledged that the use of cottonwoods and poplars would be avoided in neighborhood and urban parks. In response to a question, Mr. Fahrenbruch discussed the purpose of the City's Street Tree Program which is funded through the Quality of Life Initiative. Mr. Krahn reviewed the

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the September 2, 2003 Meeting

Page 3

application for funding to plant additional trees in the Mills Park Arboretum. He responded to questions and discussion took place regarding the average size of tree to be planted.

Mr. Krahn reviewed the application for installation of new park identification signs at various neighborhood parks and other park facilities. He reviewed costs associated with the various sign sizes and, in response to a question, listed the parks and facilities at which previously approved signs will be installed in the near future. In response to a question, Mr. Fahrenbruch advised that the Governor's Field signage was funded through the capital improvements projects process.

Mr. Fahrenbruch reviewed the application for concrete playground borders at Sonoma Park, Carriage Square Park, and Sunset Park, and a concrete border for the volleyball court at Ross Gold Park. He advised that the cost includes the required additional playground surfacing and sand for the volleyball court. [Commissioner Curtis arrived at 6:25 p.m.] Mr. Fahrenbruch responded to questions regarding installation of the concrete curbing, safety concerns associated with existing wood borders, and the reduction in operating costs associated with the more permanent concrete curbing. He acknowledged that the concrete curbing would ultimately pay for itself in operating cost savings, and advised that it is a necessary improvement in light of safety concerns. In response to a comment, he reiterated that the concrete curbing is a permanent solution.

Mr. Kastens reviewed the application for funding to purchase foyer curtains for the Community Center Theater. He responded to questions regarding safety issues associated with the current, temporary solution; use of the Community Center as compared to other Parks and Recreation Department facilities; and integration of the curtains with the recent ADA retrofit. Mr. Kastens reviewed the application for funding to purchase music stands for the Community Center Theater. Commissioner McKenna discussed the practical aspects of purchasing the music stands. In response to a question, Mr. Kastens advised he would confirm the \$600 contribution from the School District prior to the October 7th Commission meeting. He acknowledged the possibility of renting the music stands to the users in order to recoup the cost over a period of time. Commissioner McKenna pointed out that ongoing rental fees would eventually pay for the cost of repairs and replacement.

Mr. Fahrenbruch reviewed the application for installation of a playground climbing wall at Long Ranch Park. He responded to questions regarding the proposed location for the climbing wall, and circulated descriptive materials. In response to a question, Mr. Fahrenbruch advised of similar equipment located at a day care center in Gardnerville. Chairperson Wilke advised of a location in Reno near the university. Mr. Fahrenbruch responded to additional questions regarding the anticipated amount of use, dimensions of the climbing wall, appropriate user ages, and the trend toward less typical playground equipment. In response to a further question, Mr. Krahn described the multi-component system of the climbing wall, and advised that the materials circulated represented one component. Mr. Kastens advised that staff would provide a more complete photograph and attempt to identify a location which the Commissioners could visit. Mr. Fahrenbruch advised that a site plan could also be provided.

(1-1297) Mary Leaming, the Carson City BMX Track Manager, reviewed the application for track lighting. She discussed the phased process for the lighting project. She responded to questions regarding the current number of BMX participants, and advised of the anticipated increase once the lighting project is complete. In response to an additional question, she provided background information on track operations and acknowledged that Carson City BMX is a non-profit organization. She responded to additional questions

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the September 2, 2003 Meeting

Page 4

regarding the lighting project phases. Commissioner Livermore discussed how the BMX track fits within the Edmonds Sports Complex master plan. Ms. Leaming responded to additional questions regarding BMX tracks in neighboring counties. In response to a question, Mr. Kastens advised that staff is supportive of the lighting project. He discussed the importance of a permanent solution to provide uniform lighting at accepted, regulation levels. He responded to additional questions regarding the allocation of Youth Sports Association funding to the BMX program, the reason for this project needing a RCT allocation, and new soft light systems which reduce glare. Commissioner Dunn discussed the purview of the Youth Sports Association over the Edmonds Sports Complex and Governor's Field, and the lighting project in light of the Edmonds Sports Complex master plan.

(1-1590) Julie Butler, who has sons involved in the BMX program, expressed support for the lighting project. She discussed safety issues associated with inadequate lighting and stated that night races would most likely attract more people to the sport. She discussed concerns associated with racing during the day in full gear through the hottest parts of the year. She urged the Commission's consideration of the request.

Commissioner DePauw requested a copy of the Edmonds Sports Complex master plan, and discussion took place with regard to the same. Commissioner McKenna requested information on the relationship between the Youth Sports Association and the City.

Mr. Fahrenbruch reviewed the request for funding to purchase a fence crown which would be installed on the top rail of fencing on fields 1-6 at Governor's Field. He discussed the safety and operational issues associated with this request, and expressed support on behalf of Parks staff. Commissioner Dunn expressed support for the request but discussed the need for the same fencing treatment at the Edmonds Sports Complex and the Centennial Softball Complex. Mr. Fahrenbruch responded to questions regarding the method of installation, and discussion took place regarding application of the treatment to other fences at Governor's Field. In response to a further question, Mr. Fahrenbruch discussed the safety benefits of the fence crowns. He agreed with earlier comments by Commissioner Dunn that all ball fields should have the fence crowns. He advised that Governor's Field is a reasonable place to start based on the use it receives in comparison to other facilities. Discussion took place regarding the durability of the fence crown product, and Mr. Fahrenbruch advised that he would check into warranty information. Commissioner Dunn suggested that the product which was used at Centennial Park should be used at Governor's Field because of its durability and aesthetic appeal. In response to a question, Mr. Fahrenbruch estimated the product to last at least 10-15 years. He pointed out that the fence crown product will likely extend the life of the fences.

Mr. Krahn reviewed the application for funding to purchase a restroom enclosure at Ronald D. Wilson Memorial Park. He noted that this request corresponds with the park master plan, and reviewed the rental fees associated with the structure. Mr. Kastens and Mr. Krahn responded to questions regarding the purpose of the enclosure. In response to a further question, Mr. Kastens discussed the benefits of the portable restroom facilities, including that the Parks Department is not responsible for their maintenance and that the facilities are removed during the winter months. He acknowledged that the cost of the portable facility is comparable to the maintenance required of a City-owned facility. He discussed the aesthetic benefits of placing the portable restroom in the enclosed structure. In response to a question, Mr. Krahn advised that the enclosure would be included in Phase 1-B of the master plan. He reviewed the application for funding to construct a second playground at Ronald D. Wilson Memorial Park according to the master plan. He referred to descriptive materials included in the agenda materials and provided an overview of

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the September 2, 2003 Meeting

Page 5

the playground equipment costs. In response to a question, he provided background information on development of the park's master plan and available funding. Commissioner McKenna expressed the opinion that the playground equipment should be installed in order that the park can be used and then bring amenities, such as water, to it. Discussion ensued with regard to the same.

In response to a question, Mr. Kastens advised that action on the applications would be agendized for the first Commission meeting in October. He invited the Commissioners to contact staff and the two applicants with questions, and requested the Commissioners to be prepared to take action at the October 7th meeting. In response to a further question, Mr. Kastens advised that staff would provide recommendations to the Commission. Mr. Kastens acknowledged that there is approximately \$100,000 to allocate.

3-C. ACTION ON CHANGES TO THE PARKS AND RECREATION COMMISSION'S BYLAWS AS IDENTIFIED AT THE JULY 15, 2003 COMMISSION MEETING REGARDING SECTION 5.c., "DUTIES OF CHAIRMAN" AND SECTION 11.e., "CONDUCT OF THE MEETING" (1-2338) - Mr. Kastens reviewed the staff report. **Commissioner Herst moved to accept all the bylaw changes as written. Commissioner Curtis seconded the motion.** Commissioner McKenna discussed the reasons he would vote against the motion. Discussion took place with regard to the purpose of the revision to Section 5.c. Chairperson Wilke called for a vote on the pending motion; **motion carried 8-1.**

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-2493) - Mr. Kastens discussed the status of bids on the V&T trail. He reported that bids have been received on the Mills Park parking lot, and will be submitted to the Board of Supervisors for award on September 16th. Mr. Kastens anticipates that construction will begin on or around September 28th and should be finished approximately 60 days later. He advised that bids will be requested on the Governor's Field irrigation replacement project on September 8th. He anticipates advertising, bidding, and bid award to take place in order that the project can begin on November 17th.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2570) - Mr. Kastens reported on a workshop with the Board of Supervisors, City Manager, and City staff. Commissioner Livermore provided an overview of the discussion which took place regarding advisory committees meeting with the Board of Supervisors on an annual basis, and existing advisory committees which should possibly be disbanded. Mr. Kastens advised that the Ronald D. Wilson Memorial Park master plan will be submitted to the Board of Supervisors for approval at their September 4th meeting. He reported that the Board of Supervisors approved the Centennial Park master plan. RSVP was given a three-year period to construct a facility on the designated parcel; if they fail to do so, the parcel will revert back to recreation purposes.

STATUS REPORTS AND COMMENTS FROM COMMISSION MEMBERS (1-2644) - In response to a question, Commissioner Livermore provided background information on the development of Treadway Park. In response to a further question, Mr. Fahrenbruch reviewed policies associated with pesticide/herbicide applications. He assured the Commissioners that once pesticides and herbicides are dry, within 5-8 minutes of application, they pose no threat to humans or animals.

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the September 2, 2003 Meeting

Page 6

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-2764) - Mr. Kastens advised that the background information necessary for review of fees would not be available for the second meeting in September. Consensus of the Commission was to schedule this item for the second meeting in October.

5. ACTION ON ADJOURNMENT (1-2803) - Commissioner Herst moved to adjourn the meeting at 7:55 p.m. Commissioner DePauw seconded the motion. Motion carried 9-0.

The Minutes of the September 2, 2003 meeting of the Carson City Parks and Recreation Commission are so approved this 7th day of October, 2003.

STACIE WILKE, Chair