

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the December 16, 2003 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 16, 2003 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Stacie Wilke

Donna Curtis

Jim Dunn

Charlene Herst

Michael Hoffman

Pete Livermore

John McKenna

STAFF: Linda Ritter, City Manager

Steve Kastens, Parks and Recreation Director

Scott Fahrenbruch, Parks and Recreation Director of Operations

Vern Krahn, Parks Planner

Kurt Meyer, Aquatic Facility Supervisor of Operations

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 (1-0006) - Chairperson Wilke called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Vice Chairperson Keeton and Commissioner DePauw were absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0011) - In response to a question from a previous Commission meeting, Ms. Ritter explained the process by which Mr. Kastens' position will be filled once he officially submits his resignation.

1. ACTION ON APPROVAL OF MINUTES (1-0046) - None.

2. CHANGES TO THE AGENDA (1-0049) - Commissioner McKenna requested that "Status Reports and Comments from Staff" and "Status Reports and Comments from Commission Members" be addressed prior to item 3-A.

3. AGENDA ITEMS:

3-A. ACTION REGARDING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN (1-0150) - Mr. Kastens reviewed the staff report and the attachments, and responded to questions regarding the various projects listed on the Five-Year CIP tables included in the agenda materials. He eliminated the Community Center Phase II ADA project from the Five-Year CIP Table A, and explained that the City recently developed a City-wide ADA compliance program which has a special funding source. The ADA improvements which were scheduled for this project will be covered under that program.

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In response to a question, Mr. Kastens provided an overview of the CIP funding sheet, a copy of which Commissioner Dunn brought with him to the meeting. Discussion took place regarding the various projects listed on the Five-Year CIP Tables. In response to a question, Mr. Kastens explained staff's recommendation to eliminate certain projects from Tables A and B. **Commissioner McKenna moved to remove those items recommended for elimination by staff. Commissioner Livermore seconded the motion. Motion carried 7-0.**

Commissioner Curtis moved to add the request for three thermal covers for the outdoor pool in the amount of \$3,300; the request for theater sound equipment (mixing console) in the amount of \$16,800; and the request for BMX track lighting in the amount of \$70,000 to Table A. Commissioner Livermore seconded the motion. In response to a question, Mr. Meyer advised that the existing outdoor pool covers are 6-7 years old. Covers for the indoor, 50-meter pool were purchased last year. Chairperson Wilke called for a vote on the pending motion; **motion carried 7-0.**

Commissioner Curtis moved to add the concrete path repairs (\$13,200) at various park sites to Table A from Table B. Mr. Kastens responded to questions regarding the location of the referenced concrete paths. In response to a question, Mr. Fahrenbruch discussed the condition of the asphalt paths at Ross Gold Park. **Commissioner Livermore seconded the motion.** In response to a further question, Mr. Fahrenbruch advised that staff had determined there were higher priorities than the concrete path repairs for this year. He advised of unexpended funding for concrete repairs approved during last year's CIP process. Staff believes that this funding could be expended before prioritizing the concrete path repairs on Table A. Commissioner McKenna suggested that concrete repairs should be funded from a repair/maintenance budget, and discussion took place with regard to the same. Mr. Fahrenbruch agreed that concrete repairs could be considered ongoing maintenance because they are a committed cost. Commissioner McKenna commented that a capital improvement program adds or enhances; it should not be used for repair and maintenance. In response to a question, Mr. Fahrenbruch indicated that path repair could be funded by the ADA compliance program budget but "it's a stretch;" the issue would be safety versus compliance. Chairperson Wilke called for a vote on the pending motion; **motion carried 7-0.**

Mr. Kastens responded to questions regarding the gymnasium flooring replacement project listed on Table B. **Commissioner Livermore moved to eliminate the Paging/Presentation/Training Infrastructure (A&E) project from Table B. Commissioner Hoffman seconded the motion. Motion carried 7-0.**

Commissioner Curtis moved to add an electronic readerboard for Fuji Park to Table B. In response to a comment, Mr. Kastens suggested adding the item to Table B and researching a funding source at a future time. He advised that the second phase of the Fairgrounds improvements does not include a readerboard due to the limited amount of funding available. Chairperson Wilke called for a second on the motion; **Commissioner Herst seconded the motion.** In response to a question, Commissioner Curtis explained the purpose of the readerboard, and recalled that a readerboard was included in the Fairgrounds Master Plan. Chairperson Wilke called for a vote on the pending motion; **motion carried 4-3.**

In response to a question, Mr. Kastens advised that any project proposed by any other advisory board, commission or committee having to do with park property is submitted to the Parks and Recreation Commission.

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Commissioner Dunn moved to add the request for Aquatic Facility deck furniture to Table B. Commissioner Curtis seconded the motion. Motion carried 7-0.

Commissioner Livermore moved to add the Governor's Field Tee-Ball Complex picnic area to Table B. Commissioner Hoffman seconded the motion. Motion carried 7-0.

3-B. ACTION ON PRIORITIZATION OF 2004-05 FISCAL YEAR CAPITAL IMPROVEMENT BUDGET REQUESTS (1-1024) - Mr. Kastens provided an overview of the revised Five-Year CIP list, which included the addition of the aquatic facility pool covers, the theater sound equipment, the BMX lighting at the Edmonds Sports Complex, and concrete path repairs. He referred to the December 3, 2003 Five-Year CIP priorities list which was included in the agenda materials. He reviewed staff's priorities for CIP requests under \$15,000 and CIP requests over \$15,000, a list of which was also included in the agenda materials. Commissioner Livermore suggested designating an alternative project in the event the Carson River Park - Day Use Area Phase II project is not funded by Question #1. He suggested the BMX lighting project at the Edmonds Sports Complex, and Mr. Kastens agreed.

Commissioner Dunn discussed the need for outdoor basketball facilities in the community. He advised that he had discussed this in previous years. He reviewed statistical information for the adult and youth basketball programs, and advised that there are currently two outdoor basketball court facilities located at Park Terrace Park. He expressed the opinion that consideration should be given to developing outdoor basketball facilities in the area of Mills Park. He suggested converting the tennis courts or constructing new basketball courts, and expressed the opinion that this project should be prioritized. In response to a question, Mr. Kastens provided information on requests for outdoor basketball facilities. He noted that almost every school site has outdoor basketball courts, although they may not be regulation designed courts. He advised that two basketball courts have been included in preliminary plans for the Silver Oak park site.

Mr. Kastens acknowledged that the Carson River Park - Day Use Area Phase II project is designated as the City's third priority Question #1 project. In response to a question, he advised that the high school tennis courts are not open to the public. Commissioner McKenna advised that there are a couple basketball courts on the northeast side of the high school gymnasium. Mr. Kastens acknowledged that Question #18 could be affiliated as a funding source for any trail or bike path. He explained the composition of the CIP Committee and the CIP process for the benefit of the new Commissioners. He acknowledged that he meets with Parks and Recreation Department staff to develop the recommendations which are submitted to the Commission. Commissioner Dunn agreed with earlier comments by Commissioner McKenna that the Commission consider and recommend approval of staff's recommended priorities.

Commissioner Livermore moved to approve staff's priorities for CIP funding for 2004-05 with the addition of item 5b, the BMX lighting in the amount of \$74,000, to the over \$15,000 projects list. Commissioner Herst seconded the motion. Commissioner Curtis expressed a preference for substituting the concrete path repairs for the park signage project on the under \$15,000 projects table. Discussion took place with regard to the same and with regard to the possibility of additional funding being identified during the budget process. Mr. Kastens committed to prioritizing the concrete path repairs if additional funding is identified. Chairperson Wilke called for a vote on the pending motion; **motion carried 7-0.**

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4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-1437) - Mr. Krahn provided a status report on the Governor's Field irrigation project and the Mills Park/Highway 50 parking lot project. He commended Granite Construction Company on their professionalism, and advised that they have been easy to work with. He anticipates that the project will be completed shortly after the first of January. In response to a question, Mr. Kastens provided a status report on the V&T trail. Commissioner Livermore requested a status on the Question #18 budget, and Mr. Kastens advised that it would be presented as part of the budget process.

STATUS REPORTS AND COMMENTS FROM STAFF (1-0055) - Mr. Kastens acknowledged that he plans to retire in April 2004. Commissioner McKenna suggested filling the Parks and Recreation Director position at least a month prior to Mr. Kastens' retirement in an attempt to retain and convey his institutional knowledge. Mr. Kastens explained that the Director position will most likely stay vacant for a period of time to cover the cost of annual and sick leave buyout. Commissioner McKenna expressed concern over the loss of Mr. Kastens' institutional knowledge. Ms. Ritter advised of the possibility of contracting with Mr. Kastens at some point in the future. She advised that it is not unusual for a department head position to be vacant for a period of time, and anticipates that department heads train staff to serve in an acting director position, when necessary. Ms. Ritter acknowledged that the first step to filling a position is review of the job description and organizational structure. She offered to share the job description and the advertisement with the Commission at the appropriate time.

STATUS REPORTS AND COMMENTS FROM COMMISSION MEMBERS (1-0139) - Commissioner Herst advised that the holiday open house at the Bureau of Community Health was scheduled for Friday, December 19th. (1-1555) Commissioner Livermore suggested that the Commissioners visit the newly constructed Eagle Creek detention basins either in person or on line at www.ctrmc.com. Mr. Kastens advised that configuration of the detention basins may be somewhat revised as a result of fine tuning the trail system design. Commissioner Livermore suggested that staff visit the east side of the freeway and look at the detention basin off Imus Road in consideration of recreation opportunities. Chairperson Wilke wished everyone a happy and safe holiday.

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS - Previously covered.

5. ACTION ON ADJOURNMENT (1-1632) - Commissioner Herst moved to adjourn the meeting at 7:06 p.m. Commissioner McKenna seconded the motion. Motion carried 7-0.

The Minutes of the December 16, 2003 meeting of the Carson City Parks and Recreation Commission are so approved this 20th day of January, 2004.

STACIE WILKE, Chair