



Agenda

DATE 1/9/13 TIME 3:48pm

SERVED BY Jessie Esparza

RECEIVED BY [Signature]

Parks and Open Space Advisory Commission

The Barn at Frenchy's Field

Osage and Agua Fria Streets

Tuesday January 15, 2013

3:00 - 5:00 p.m.

1. Call to Order
2. Roll Call
3. Review and Approval of Minutes: December 18, 2012
4. Approval of the Agenda
5. Old Business
 - Parks Department Update: General update
 - 2012 Bond Parks Implementation Plan – Action Item
 - Candidates for POSAC
6. New Business
 - Organized Sports Resolution with Public Discussion – Action Item
7. Possible Reports from POSAC Commissioners
 - Oralynn Guerreortiz: District 1, Tierra Contenta parks and trails connections.
 - Joe Lehm: District 1, Skate Parks, Wheel-friendly Trail connections
 - Daniel Coriz: Youth, BMX, motocross & pump track building and maintenance.
 - Tom Agard: District 4, Organized Sports, Safe Routes to Schools
 - Pat Torres – Extension, Tree City, Community Gardens
 - Anna Hansen - District 3 / Bicycle MPO Implementation, Art in the Parks, Acequia trail connections to parks, especially Ashbaugh
 - Sandie Taylor: District 2 / Parks History/ Tree City
 - Bette Booth: District 3, BTAC/ POSAC Coordination, Parks on the City Web site, Youth involvement, Prairie dogs, Parks and Trails Co-management, Planning for the Future.
8. Public Comments
9. Confirm date and time for the next meeting February 19, 2013

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

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CITY OF SANTA FE
PARKS AND OPEN SPACE ADVISORY COMMISSION**

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**MEETING MINUTES
FOR THE
PARKS AND OPEN SPACE ADVISORY COMMISSION**

TUESDAY, JANUARY 15, 2013

CALL TO ORDER

A regular meeting of the City of Santa Fe Parks and Open Space Advisory Commission was called to order by Bette Booth, Chair on this date at approximately 3:00 pm at Frenchy's Field, Osage and Agua Fria, Santa Fe, New Mexico.

ROLL CALL

Roll call indicated a quorum as follows:

Members Present

Bette Booth, Chair
Sandra Taylor
Patrick Torres (arrived later)
Oralynn Guerrerortiz (arrived later)
Daniel Coriz
Joe Lehm
Anna Hansen

Members Absent

Two vacancies

Staff Present

Ben Gurule, Parks Department
Jesse Esparza, Parks Department
Councilor Ron Trujillo
Robert Wood, IPM manager

Others Present

Melissa McDonald, POSAC candidate elect
Amy Hetager, Home Grown New Mexico
Charmaine Clair, Stenographer

Chair Booth introduced Melissa McDonald, the candidate approved for POSAC by the Commission.

Ms. Guerrerortiz entered the meeting at this time.

APPROVAL OF MINUTES- December 16, 2012

On the last page Ottawe should have been spelled Otowi.

Ms. Hansen moved to approve the December 18, 2012 minutes as amended. Mr. Lehm seconded the motion and the motion passed by unanimous voice vote.

APPROVAL OF THE AGENDA

The 2012 Parks Implementation Plan was moved to be the first discussion.

The organized sports resolution was postponed until February.

A presentation on community gardens from Home Grown New Mexico was added.

The POSAC meeting Policies and Procedures would be discussed, time permitting.

Chair Booth moved to approve the agenda as amended. Ms. Hansen seconded the motion and it passed by unanimous voice vote.

OLD BUSINESS

- 2012 Bond Parks Implementation Plan – Action Item (Revised Agenda Order)

Mr. Gurule welcomed Councilor Ron Trujillo and provided background on the plan. He said Councilor Trujillo made a motion to amend the Implementation Plan with a revision to replace the water feature at Ragle Park with a basketball court, skate park improvements and concession and use the residual balance for Ft. Marcy ballpark.

Mr. Gurule said Public Works Director Isaac Pino asked Staff to send the request to POSAC. He said if endorsed by the Commission the request would be reviewed and approved by the Finance Committee on January 22 and January 30 by City Council.

Councilor Trujillo said he had wanted a water feature and as years passed and with the water situation, thought the \$400,000 appropriated for the water feature could be better used at Ragle.

He said his proposal is to build a basketball court; the AABC asked for a grill and hood inside the concession and a skate park is considered. He would like money to be appropriated to the three projects and any funds left to go to Ft Marcy. He said Ft. Marcy should have been on the list [of priorities].

He said Ft. Marcy is a gem and has deteriorated over the years and money is available that wasn't used because of grants received. He and Mayor Coss are working on a resolution to move the money to repair cracks and fix the outfield at Ft. Marcy. He said if there is a bond in the 2014 election, the hope is that the ADA portion is part of that.

Ms. Guerrerortiz thanked Councilor Trujillo. She said she liked the water feature because the community doesn't have one, but understood what he was saying. She asked how much money would be left after the basketball courts and grill were put in.

Mr. Gurule said the preliminary costs for the basketball courts is between 50-70,000 dollars with a 15% contingency and the range hood and grill between 30-40,000 dollars with a 20% contingency. He said the skate feature has \$160,000 appropriated and there could be a substantial amount allocated and still

do everything at Ragle Park. Mr. Gurule explained these were rough cost estimates and everything would be done in-house.

Chair Booth said repairs in DeVargas with the same footprint cost about \$308,000 including the lights and the skaters have said that a basic design/build could cost \$250,000 without lights, landscaping or enhancements. She said it would be great if Ragle had a cool skate feature but the big question is how much money the City would allocate and what the process is to determine that.

Councilor Trujillo he doesn't know how much it would cost if other amenities are added. He said his priorities are 1) to build the basketball court 2) install the range and hood and 3) the skate park.

Mr. Gurule said the current bond balance is \$600,000 for Ragle Park. He said with the basketball courts and the improvement to the concession stands, a little over \$400,000 would be left for the skate park.

Chair Booth asked how much of the \$600,000 was allocated to the skate park.

Mr. Gurule said there were two scopes in the job; the first was the water feature and the second the skate park improvements of 160,000 dollars.

Chair Booth said the memo sent by Staff to the Commission didn't reflect that. She read the memo of the Public Works approval of the GO Bonds and Implementation Plan with the revision to redirect funding at Ragle Park for the construction of basketball courts and a griddle with a range hood instead of the proposed water feature. She said the skate park is not mentioned in the memo.

Mr. Gurule said the memo could be amended by a motion from POSAC to endorse or not what was said by Councilor Trujillo. He said Staff could then be directed to amend the memo that would go to the Finance Committee.

Chair Booth moved to amend the original memo with a revision to redirect funding at Ragle Park for the construction of basketball courts, a griddle with range hood and a skate park instead of the proposed water feature. Mr. Lehm seconded the motion and the motion passed by unanimous voice vote.

Chair Booth said the budget shows skate park renovations in-house and she understood a design/build contract would be done. She asked to ensure the language is throughout.

Mr. Gurule said he would change the language in the memo to "design/build" and modify page 24 to match and move the item forward to Finance.

Ms. Hansen asked Councilor Trujillo on the art if it would be possible to have a grand opening and dedication at Ragle with the 400th Anniversary.

Councilor Trujillo said he would check with Maurice Bonal (chair of the 400th Anniversary Committee) to see if he still wanted that.

Mr. Torres entered the meeting at this time.

Mr. Coriz asked how Councilor Trujillo relates to the BMX course in Ragle in the eighties. He said the pump track was an attempt to bring that back and what happened in the 80s is happening now but in skate parks. He said that is why he has pushed for a skate park there.

Councilor Trujillo said he talked with neighbors and they don't mind the pumptrack and he isn't opposed. He said it bothered him that a pump track initially was asked for at Ft. Marcy and a few people made noise and the track was put somewhere else. He said one park is not better than another and the pumptrack might have to be pushed in the 2014 Parks Bond.

Ms. Guerrerortiz said from her perspective the next push in 2014 wouldn't be as much a Parks Improvement Bond; her highest priority is a long-term maintenance fund.

Councilor Trujillo agreed. He said District Four has been the most aggressive in building pocket parks compared to other parts of the City. He said other neighborhoods want small parks and should be looked at and a lot of pocket parks were promised throughout the City by prior Councilors and they should see if any of those were missed.

Chair Booth said the skate community thought a skate park at Ragle would be better if closer to the new basketball court. Councilor Trujillo replied he wouldn't have a problem and would leave that to staff.

Councilor Trujillo thanked the Commission for having him and hearing him out.

Ms. Guerrerortiz said she was confused on the memo about SWAN (Southwest Activity Node.) She said an agreement was worked on with Surroundings and she thought a skate park would be part of the contract.

Joe Lehm said he thought it was determined at the last meeting that the skate park would not be in Phase One. Chair Booth added that CIP funds would be available and Councilors would submit their priority projects. She understood that is a priority for Councilor Dominguez.

- Parks Department Update: General update

Mr. Gurule said that Parks Staff has been working on snow and ice removal and equipment maintenance on the mowers and tractors; decorations were removed from down town and there has been a lot of graffiti all over town that is being removed.

He said Parks is working with the police department to catch taggers and establish areas continually tagged. He implemented a mechanism to track graffiti complaints that includes cataloging photos. A person caught would pay restitution for all of tags specific to that tag; not just what the person was caught doing.

Mr. Gurule He said tree pruning is being done in all districts and the 2008 Parks Bond projects is on schedule and demolition is being done on the Candelero tennis courts.

Ms. Hansen said she mentioned at the last meeting the issue with the neighborhood that wants to take Montano all the way through. She said Velarde is a narrow dead end street and a lot of development

has already happened in the area and a number of neighbors have suggested an emergency access road through Ashbaugh Park.

Ms. Hansen said the request is currently on hold and she would continue to pay attention to the issue.

Mr. Gurule said at the Public Works meeting, Staff was directed to hold more public input meetings and the area would be canvassed.

Chair Booth asked Mr. Gurule to discuss the issue of liability at Franklin Miles Park.

Mr. Gurule said he received an e-mail from Mr. Coriz about maintenance for homemade skate features and he asked Staff to look at them. Staff found a new feature had been installed and City Risk Management was asked to look at the features to ensure they were okay.

He said it is against City policy to install homemade features in a City park. He said anything the City installs has to have a construction drawing and possibly a stamp by an engineer and has to go through construction industries [standards] to ensure they are correctly installed.

Mr. Gurule said Parks Staff received clear direction from Risk and his Director (Isaac Pino) to remove anything homemade. He said the process has to be followed.

Mr. Coriz said no one in the industry could assess a skate park other than a skater or a rider. He thought the assessment was unfair and couldn't be justified. He said one issue is the snow that every year the City fails to see as a hazard. He said the snow is far worse than the rail issue.

Mr. Gurule said the City has posted signs for skaters to ride in certain areas but skaters continue to ride.

Mr. Lehm said the previous weekend skaters removed the ice and snow from the bowls with their weed burners. He said he wasn't aware that was something the City could be asked to do, but he was also unaware that the City could say the park was closed.

Chair Booth said looking at the issue in a wider context; the City wants "*friends*" in parks and to encourage volunteers. She said they should look at parameters of what volunteers can and cannot do. She said this isn't just about skate parks but about how volunteers could work in coordination with Parks.

Chair Booth said the issue is a big one and now they were getting into liability issues, particularly with motocross, skate parks and BMX. She said moving forward with the Friends of Parks resolution there is a big question about liability in both the use and volunteers. One idea is to declare motocross as a hazardous sport and possibly include horseback riding, BMX and skate parks.

Chair Booth said the role of a volunteer and the processes are being looked at; the processes aren't clear. She understood approval was given by Fabian Chavez to do certain things and now they have to look at how to fold the regulations into what volunteers can do.

Mr. Coriz said to pull the rails off seems a huge waste of time and City money when two of the rails are functional. He said some of the kids used their own money to build the features. He said the dirt patch would be seen by risk management as a hazard and is in fact, an obstacle.

Chair Booth said at question is that this wasn't built by the City under the specified City contract mandated. She asked if the issue is that everything in the park has to be built by the City and where do they draw the line. She said what about the labyrinth and the trail maintenance and the BMX track.

Mr. Gurule said the Commission is a mechanism to establish a policy. He said if the Commission sees a flaw in City policy they could put a policy in that private citizens could build something. He said when talking about building an amenity at a skate park or playground, etc. the City has procedures to follow. He said the assessment was based on the fact that the structure wasn't built on a design approved by the City.

The Commission discussed the labyrinth and how that came about.

Mr. Wood said there were legal questions being asked that either the city attorney or a judge should advise the Commission on. Chair Booth agreed and said part of the issue was that Mr. Chávez knew about these things and approved.

Mr. Coriz explained how this issue got started. He said the skaters wanted a small expansion at Franklin Miles that turned into a huge construction piece. He said there was no funding for that and the skaters asked Mr. Chavez for permission to place a few rails instead and he agreed.

Mr. Coriz said a small rail broke and last October a wooden rail was installed and recently was discovered by Parks Staff. He received a call that all of the rails would be removed and he had e-mailed Mr. Gurule in an effort to preserve the two good rails.

Ms. Guerrerortiz said there is something called an "after the fact permit" used when people build something that hasn't been through the [approved] process. She said the person when caught, has to provide the plans used and get approval and the project is then permitted.

She asked if the City could consider an *after the fact* process before the rails are ripped out, so they don't waste money.

Mr. Gurule said he understood the metal rails were approved but the wooden rails installed were not. He said he liked the idea that when someone wants to build something in a park, they have it designed and approved by the City's various departments and would assume some liability in case of injury.

Chair Booth asked if possible to meet with Risk management. Mr. Gurule said he would check with Mr. Pino and thought he would be receptive.

Mr. Coriz said the skate park problem is funding; they have always lacked funding and is part of the reason the rails were installed. He worried about costs if basic features have to go through the whole City process for engineering.

Ms. McDonald said she thought the skate park people should have to go through the process; however the City should be open to working with individuals. She said if a lot of red tape is required it would be difficult to get any feature put in and the process should be looked at that the average person could use.

Ms. Guerrerortiz said there were projects she reviewed and stamped like this as a County employee and the County took all of the liability. She thought there is potential for a few of the City engineers to review and stamp projects.

Chair Booth said communication is critical and the issue is important and should be posted on the various Face Book pages.

Mr. Gurule said the input was excellent. He said possibly a hybrid of the ideas could be used and the City in-house designer and engineers could be mechanisms put in place. He said he wasn't opposed to small skate features being installed as long as the procedure was approved.

The Commissioners talked about *pocket parks* and what they should be called. Mr. Gurule agreed to check on calling the parks something other than *pocket parks* but thought the language of how the subdivision is dedicated to the City was a factor.

The Commissioners discussed the park impact fees.

Ms. Guerrerortiz said the park at Zafarano would be developed by the developer and there are two other parks in that location and one in Las Soleras. She said she wants to know if the developer would do improvements on those parks and if not how much the impact fees were that was collected for the projects. She said if the park impact fees were at \$400,000 they might want to look at designs.

- Candidates for POSAC – Action Item

Chair Booth said she sent a letter to ask that the Commissioners be extended and Ms. McDonald to be named to the Commission. She also asked for suggestions for Commission representatives, in particular for organized sports. She noted that she sent an e-mail to all of the organized sports.

She said she would bring a large card that everyone could write a note on for Tom Agard.

NEW BUSINESS

- Organized Sports Resolution-Tabled until February
- Home Grown New Mexico – Amy Hetager (Revised Agenda Item)

Ms. Hetager said Homegrown New Mexico is a nonprofit started almost two years ago to help community gardens. She is part of Milagros Community Gardens owned by a church and one of the longest community gardens in Santa Fe.

Ms. Hetager said she noticed a couple of things different about the Santa Fe Community Gardens than Milagros; there are no scheduled classes to teach people how to garden, or community events such as potlucks.

Ms. Hetager said Home Grown's website shows all eight community gardens, whether a City park or privately owned. They hope another would open soon; one is being considered for the south side.

Ms. Hetager said she wants to help the community garden leaders talk through their challenges and she could also help write grants. She noted upcoming events: the first meeting is February 12 and Home Grown would help with recruitment and flyers and go door to door in March or April to tell people about the community gardens. A seed exchange would be held March 20 at Frenchy's Barn from 4-7 p.m. that last year was attended by about 200 people. A tradition of saving seeds would be brought back to help people share them with friends and neighbors.

She said last year Home Grown held a fall community garden tour with mixed reviews; one garden had 50 people and another had none. This year the tour would be held September 16 and have more focus on getting all of the gardeners involved.

Ms. Hetager said she had two free classes in her garden last year: in the morning people were taught how to plant garlic and in the afternoon how to tie a chile ristra. She said she would work with the community gardens on the classes they want to teach and Home Grown would find the teachers and pay for them to teach the class.

Chair Booth thanked Ms. Hetager for her service to the community. She said the work is important to the community and she appreciates it. Ms. Taylor added commendations and said the program was appreciated by the citizens.

Chair Booth thanked Ms. Hetager for coming. She offered to copy Ms. Hetager on things happening.

Ms. Hetager gave the website address: sfcommunitygardens.org and said it would be updated for the community garden page.

- POSAC Policies and Procedures

Chair Booth said the resolution that created the Commission said all meetings have to be conducted in accordance with the adopted City Policies or Procedures; the City of Santa Fe Rules and Procedures for City Committees, Robert's Rules of Order and the New Mexico Open Meetings Act.

Chair Booth reviewed the rules she thought important. A summary follows:

- *Membership: the chair should designate a vice chairperson and members of committees and subcommittees.* She said she chose not to appoint a vice chair because she feels everyone on the Commission is a vice chair. She said there should have been an election of the chair however every year and that would be on the next agenda as an action item.

- *City Rules for Procedures and Committees*: the chairperson's duties are stated and are broad. The chair represents the committee in public; speaks and acts on behalf of the committee and communicates to the Governing Body the actions and recommendations of the committee.
 - Members should speak as individuals before the Governing Body. E-mails, letters and communication to the Governing Body or Staff sent by members on issues related to POSAC, etc. should be discussed first with the chair and the chair should be copied.
- *Voting*: the chair votes only in place of a tie or in order to provide quorum.
- *The Open Meetings Act*: only items that have been published can be voted on.
- *Roberts Rules of Order*: members must obtain the floor and be recognized by the chair before speaking; only one person has the floor at a time. Anyone who speaks when someone else has the floor is considered out of order. When someone has the floor the etiquette is that participants do not carry on a conversation.
- *Making a Motion*: a person "moves the action they propose to have taken and if possible puts the action in writing." A second for the motion is needed and is done without obtaining the floor. The chair states the exact question the motion was made on and the question is open for debate and discussion.
 - Each member has the right to speak twice on the same question on the same day and cannot speak again as long as a member who has not spoken on that question desires the floor. The chair will restate the question and ask members if they are ready to vote.
- Chair Booth provided a summary of how the group should work as a body: notifying the chair when unable to attend; reading the agenda; arriving by the scheduled time; being recognized by the chair before speaking, etc.(Exhibit 1)

Chair Booth asked that everyone attend the entire meeting and if unable to stay, to let her know they have to leave early. She said in communication with the City she would present at official meetings and e-mails, etc. should come from her.

Chair Booth committed to Commission members to present what the Commission has developed.

REPORTS

- Joe Lehm: Skate Parks

Mr. Lehm said he met someone with Creative Santa Fe that is involved with Parque del Rio. He said they are raising additional money for the state park and planned an opening gala June 6 – 9, 2012. He thought that means that work would start in the spring instead of midsummer.

Chair Booth explained that Creative Santa Fe is a nonprofit created by the City to link the wider arts community to tourism and economic development. She said they are working on three projects and one is to increase walk-ability and connectivity between the Rail Yard and the Plaza and the place to do that is DeVargas Park. She said they want to have a huge event around the opening of DeVargas Park.

- Daniel Coriz: BMX/Motocross/Pumptrack

Mr. Coriz said he previously covered the issues.

Chair Booth said there is still the continuing question of liability for the motocross track. City Staff is exploring options including whether a resolution should declare the sport hazardous; along with possibly including horseback riding, skateboarding, etc. Several states eliminated liability by having skateboarding declared a hazardous sport. She forwarded links to Staff and the City Attorney.

Mr. Gurule said Mr. Coriz and Mr. Pino talked about motocross as a nonprofit that could assume the liability and the City Attorney is looking at other cities solutions and possibly an insurance rider or a nonprofit that the City could oversee. He asked Chair Booth to send information to him and Ms. Esparza and he would follow up.

Mr. Coriz asked to include a discussion on creating a position within Parks and Recreation for a volunteer coordinator/attendant for the Northwest Quadrant on the next agenda.

Chair Booth said BTAC (Bicycle Trails Advisory Committee) is considering a resolution for a volunteer coordinator for trails and Councilor Calvert is considering a position for a trails ranger. She said there is a lot of movement around the issue and the following day there would be a public discussion with input from other committees.

The City insurance requirements were discussed. Mr. Gurule understood that an attendant is required at the motocross track as well as an EMT, but Mr. Coriz said motocross tracks normally have a rider who is also an EMT and works for the fire department.

Mr. Gurule said he would send information to Chair Booth as the attorney developed information.

- Patrick Torres: Municipal Tree Board (MTB)

Mr. Torres said the MTB lacked quorum last month and would meet that evening. He said the funding was received, particularly from the Quality of Life grant. Work would be done to maintain the Tree City USA status, particularly with the MTB goals. He said Mr. Wood would give an update on the median guidelines and possible term limits for the chair.

Mr. Torres said the Board members need online training for Tree City and a grant would be submitted for \$360,000 for the control of invasive species.

Mr. Torres said from the community garden aspect he has forwarded information to the Chair and Ms. Esparza regarding funding available from the Darden Restaurant Foundation. To qualify, the applicants must be either a Parks and Recreation agency or a nonprofit that provides funding to a Park and Recreation agency. He said the caveat is that those involved such as a nonprofit, must donate a certain amount of produce grown to Food Depots and soup kitchens, etc.

Mr. Gurule asked the information be forwarded to him and he would have work done on the grant paperwork.

Mr. Wood said Ms. Esparza would now handle the agenda and send that to the chair. The agenda would be published a minimum of one week prior to the meeting.

- Anna Hansen: Bicycle MPO/ Art in the Parks

Ms. Hansen informed the Commission of a movie: Bicycle Dream that would be shown January 31 at 7:00 p.m. at the Screen.

She said the Acequia Trail connection to parks is almost complete and she hoped there would be a ribbon cutting when warmer.

She said as part of the BTAC/POSAC Coordination Committee she hasn't heard anything but BTAC has appointed two people. Chair Booth added that COLTPAC (County Open Land Trails Parks Advisory Committee) would add new people at this month's meeting and they would then ask who wanted to be on the joint committee.

Ms. Taylor asked Mr. Gurule if the cameras discussed to identify taggers were up and working.

Mr. Gurule said \$750,000 was reallocated from the 2008 Parks Bond and \$100,000 was for cameras. Locations within the parks, open spaces and trails were identified to place the cameras and other agencies became interested in the money when it became available. He would contact the person in charge of the money on the status of the cameras.

PUBLIC COMMENTS -There were none

DATE AND TIME FOR NEXT MEETING: February 19, 2013

Different locations for the POSAC monthly meeting were discussed. The Commission decided to continue to meet at Frenchy's Barn.

ADJOURN:

Mr. Torres moved to adjourn the meeting. Ms. Taylor seconded the motion and it passed by unanimous voice vote.

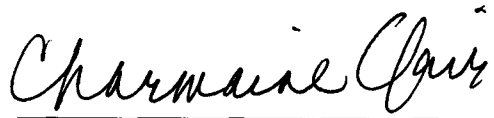
Having no further business to discuss, the meeting adjourned at 4:56 p.m.

Approved by:



Bette Booth, Chair

Submitted by:

A handwritten signature in cursive script that reads "Charmaine Clair". The signature is written in black ink and is positioned above a horizontal line.

Charmaine Clair, Stenographer