A special meeting of the Carson City Parks and Recreation Commission was held at 5:30 p.m. on Tuesday, October 12, 1999 in the Purchasing Department Conference Room, 3303 Butti Way, Carson City, Nevada.

PRESENT: Chairperson Larry Osborne

Vice Chairperson John Simms

Cheryl Adams Robert Kennedy Jon Plank Stacie Wilke Charles Wright

STAFF: Walter Sullivan, Community Development Director

Vern Krahn, Parks Planner

Katherine McLaughlin, Recording Secretary

(PRC 10/12/99; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Osborne. 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 (1-0009) - Chairperson Osborne called the meeting to order at 5:30 p.m. Roll call was taken; a quorum was present. Commissioners Elverum and Martel were absent. Commissioner Wilke arrived at 5:37 p.m.

ACTION ON APPROVAL OF MINUTES (1-0032) - With regard to the minutes of the September 21, 1999 meeting, Vice Chairperson Simms moved to approve. Commissioner Wright seconded the motion. Motion carried 6-0-3-0.

PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0045) - None.

AGENDA ITEMS:

REVIEW AND ACTION ON TEMPORARY PARKING PLAN FOR HIGHWAY 50 EAST AT MILLS PARK, AND 2. REVIEW AND ACTION ON INCORPORATING THE PERMANENT PARKING PLAN FOR HIGHWAY 50 EAST AT MILLS PARK INTO THE COMMUNITY CENTER/MILLS PARK MASTER PLAN (1-0065) - Mr. Krahn introduced Tracy Larkin and Tom Fronapfel, of the Nevada Department of Transportation ("NDOT"); Walter Sullivan, Carson City Community Development Director; and Carol Dotson, of Lumos & Associates. He reviewed background information on this matter, including the September meeting of the Technical Advisory Committee in which safety, traffic circulation, and impacts to the park and the bicycle path were discussed. The result of the meeting was to develop a two-phase design to address this matter. The first phase of the design is an interim solution to accommodate parking for special events and park use on a temporary basis. The second and final phase will address all issues involving Community Development, NDOT, and Parks and Recreation. Ms. Dotson presented and reviewed design alternatives for the interim and permanent phases. Both design alternatives depict 57 parking spaces, which are located in the NDOT right-of-way. The parking area is located approximately 250 feet east of the Oxoby Loop entrance/exit, which is the distance designated by NDOT before the turning transition can be made into the parking area. A 100-foot transition exists at the entrance of the parking area to accommodate stacking. Parking is designed at a 45-degree angle, and a 12-foot travel lane runs behind the parking stalls. A five-foot bike lane/emergency parking area has been designed between the fog line and the planter. The parking planter serves as a safety feature and a barrier, and meets the Code requirement for the final version of the design. It will be delineated by curb and gutter. Ms. Dotson pointed out that very few features in the interim design will need to be changed for the final design. The parking spaces in the interim phase will be indicated with striping only. The bike path will be relocated to the south side of the existing fence and reconfigured to a 12-foot asphalt bike/pedestrian accessway which will run the

length of the parking area and transition out via the 40-foot transition at each end of the parking area. The 20-foot emergency access will connect with the access from the Pavilion. Ms. Dotson then reviewed the Preliminary Engineer's Estimate for the interim design, including construction of the pedestrian/bicycle path, and the curb and gutters on the highway side of the planter section. She indicated that the planter areas will be left vacant, and the existing Sierra Pacific Power Company ("SPPC") power poles will not be relocated at this point in time. Ms. Larkin expressed a concern that the emergency access points would be used by the general public if not gated. Discussion ensued and Mr. Krahn acknowledged that the existing emergency access point is presently gated, and the new access will be similarly gated. Ms. Larkin discussed her understanding that curb stops would be installed as part of the interim design. Ms. Dotson advised that curb stops were not part of the interim design based on conversations with the Technical Advisory Committee. Mr. Krahn pointed out two pedestrian accesses into the park from the parking area. acknowledged that NDOT is accepting the overall parking plan as presented. Discussion ensued with regard to the total number of pedestrian access points depicted in the design, the height of the planter, and handicapped parking spaces. Ms. Dotson indicated that handicapped spaces could be added to the design. Mr. Krahn advised that handicapped parking exists at the Community Center, and that the parking lot at the east end of the Pony Express Pavilion will be restriped to accommodate Code requirements. The Parks Department has been advised that this will bring the Park into compliance with ADA requirements. Further discussion ensued with regard to the same. (1-0775) Ms. Dotson explained that curb stops were not designed into the interim phase for several reasons, including as a cost savings measure, the fact that the area has been used for parking in the past, and that the area will need to be retrofitted in the final phase. She responded to further questions with regard to costs for the bike path in the interim phase, and the parking lot in the final phase. She acknowledged that the existing power poles will remain in the final design, and as part of the coordination effort, Lumos & Associates is looking into having lights put on the power poles. SPPC is assisting with this and the City has agreed to share costs. The total project cost is approximately \$166,000. Commissioner Plank suggested that the availability of handicapped parking be indicated by signage at the entrance to the parking area, and discussion ensued with regard to the number of regular spaces needed to accommodate two handicapped spaces. Ms. Dotson indicated viable locations for handicapped spaces which would connect to the walkway on the interim plan. She suggested that removing one or two of the power poles would allow more parking spaces. Ms. Larkin acknowledged that the number of parking spaces is not a concern to NDOT. Mr. Sullivan advised that Community Development is endorsing the project concept, that the temporary project design is "90%" compliant with City codes and the final plan will meet 100% of the Code requirements, and that the project is in compliance with NDOT requirements. He further advised that the existing special use permit at Mills Park will be amended to include this facility. Discussion ensued with regard to the funding source and Mr. Sullivan indicated that the capital improvements program is set up for projects of this nature. The project would be submitted to the budget process, and compared with all other City projects. Mr. Sullivan indicated he would work with Mr. Krahn in preparing an application. Mr. Krahn advised that a funding source has yet to be identified, and that the Board of Supervisors will ultimately make the determination. With regard to the assurances requested by NDOT, as indicated in the staff report, Chairperson Osborne assured the NDOT representatives that the City is as committed to building these parking facilities as NDOT is to building the freeway. Ms. Larkin indicated that a period of two to three years would be an acceptable time frame between completion of the interim phase and completion of the final phase. The time frame can be negotiated and will most likely be defined within the lease and the permit documents. Commissioner Plank advised that the interim phase of the project could likely be funded during the budget process next spring, and the final amount the following year. Mr. Sullivan discussed possible funding scenarios. Vice Chairperson Simms pointed out that other Community Center parking projects previously approved by the Commission will need to be prioritized at the time funding sources are defined, and that this project may be in competition with those other projects. Mr. Krahn acknowledged that the Commission was not being asked to prioritize projects at this point. Commissioner Kennedy discussed possible savings which may be realized by completing the entire project at one time, and suggested developing a project design accordingly. Discussion ensued with regard to the benefits of phasing the project; delineating the projects as three options - interim, final, or both; and adding the project to the total Community Center Master Plan. Mr. Fronapfel confirmed that the reason for phasing the project is to fulfill NDOT's requirements for temporary, interim parking for special events. Chairperson Osborne reviewed the recommended action for agenda item 1 as contained in the staff report. Commissioner Kennedy moved to

recommend that the Parks and Recreation Commission approve the temporary parking plan for Highway 50 East at Mills Park, as presented. Commissioner Wilke seconded the motion. Discussion ensued with regard to adding handicapped parking spaces to the interim design, and Commissioner Kennedy amended his motion to include no less than two handicapped parking spaces. Commissioner Wilke seconded the amendment. The recording secretary read back the motion and the amendment. Discussion regarding NDOT's requirement for wheel stops followed. Ms. Dotson advised that the design team was not involved in discussions regarding wheel stops. Chairperson Osborne requested that Mr. Kastens be informed of the development. Commissioner Kennedy further amended his motion to include wheel stops. Commissioner Wilke seconded the amendment. Chairperson Osborne restated the motion and Ms. Larkin acknowledged that it would be acceptable to NDOT. Discussion ensued with regard to the Commission and Lumos & Associates being unaware of the requirement for including wheel stops in the interim design. Mr. Fronapfel offered to confirm the wheel stop requirement, and the origination of the communication. Chairperson Osborne advised that the motion would go forward as stated and that if NDOT did not, in fact, require the wheel stops, they would be left out. Ms. Larkin apologized for any misunderstanding and advised that Julie Masterpool had been the NDOT liaison to the Technical Advisory Committee, but was unable to attend tonight's meeting. Chairperson Osborne called for a vote on the pending motion. Motion carried 7-0-2-0. Chairperson Osborne reviewed staff's recommended action on agenda item #2. Vice Chairperson Simms moved to recommend that the Parks and Recreation Commission adopt the incorporation of a permanent parking plan for Highway 50 East at Mills Park into the Community Center/Mills Park Master Plans, as presented, with the addition of no less than two handicapped parking spaces. Commissioner Kennedy seconded the motion. Motion carried 7-0-2-0.

GENERAL DISCUSSION

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-2603) - None.

COMMENTS FROM COMMISSION MEMBERS (1-2608) - None.

STATUS REPORTS FROM COMMISSION MEMBERS (1-2614) - None.

COMMENTS AND STATUS REPORTS FROM STAFF (1-2619) - Mr. Krahn reminded the Commissioners of the Parks Tour scheduled for Sunday, October 17, 1999. The Commission will meet in the east parking lot of the Community Center at 9:00 a.m. Lunch will be provided. Vice Chairperson Simms advised he would be absent. Mr. Krahn further advised that Mr. Kastens has suggested cancelling the October 19, 1999 meeting. Commission consensus was to cancel the meeting, and to proceed with the regularly scheduled November 2, 1999 meeting. Mr. Krahn reported that the west side of the Community Center has been seeded, is being watered occasionally, and growth should be evident in the near future. Discussion ensued with regard to work being performed by Parks Superintendent Scott Fahrenbruch's crews in other City parks. Mr. Fahrenbruch will provide a report on a grant application he is putting together for future public art at the next meeting. Chairperson Osborne advised of the groundbreaking ceremony scheduled for Thursday, October 14, 1999 at 12:00 p.m. at Carson River Park. He encouraged the Commissioners to attend. (1-2902) Mr. Krahn distributed the Recreation Monthly Summer Report for September. He has requested Recreation Superintendent Barbara Singer to provide the Recreation Reports for inclusion in the Commissioners' meeting packets.

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-2757) - Mr. Krahn reported that the project at the Edmonds Sports Complex is moving forward. Parks Department staff will be providing a tour for several Youth Sports Association members on Friday, October 15, 1999. The parking lot will be paved by the end of next week, the irrigation and underground electrical systems are being installed, and hydroseeding will begin on Monday. Mr. Krahn explained the status of SPPC's portion of the project. He acknowledged that construction on the bike path along Saliman Road in front of Mark Twain School has begun.

ADJOURNMENT (1-2977) - Vice Chairperson Simms moved to adjourn the meeting at 6:45 p.m.

Commissioner Wright seconded the motion. Motion carried 7-0.
The Minutes of the October 12, 1999 meeting of the Parks and Recreation Commission are so approved this day of November, 1999.
LARRY OSBORNE, Chairperson