

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

Minutes of the August 15, 2001 Meeting

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A regular meeting of the Carson City Redevelopment Authority Citizens Committee was scheduled for 5:30 p.m. on Wednesday, August 15, 2001 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Robin Williamson
Vice Chairperson Linda Johnson
Art Hannafin
Joe McCarthy
Fred Nietz
Morey Tresnit

STAFF: Rob Joiner, Economic Development/Redevelopment Manager
Neil Rombardo, Deputy District Attorney
Kathleen King, Recording Secretary
(RACC 08/15/01)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Williamson. 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.

A. CALL TO ORDER, DETERMINATION OF QUORUM (1-0001) - Chairperson Williamson called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Member Tresnit arrived at 5:35 p.m. Vice Chairperson Johnson arrived at 5:50 p.m. Member Browne was absent.

B. ACTION ON APPROVAL OF MINUTES - June 13, 2001 (1-0006) - Member McCarthy moved to approve the minutes. Member Nietz seconded the motion. Motion carried 3-0-1; Member Hannafin abstaining.

C. MODIFICATION OF AGENDA (1-0019) - Member McCarthy advised he would be leaving the meeting at 6:45 p.m. Chairperson Williamson indicated she would modify the agenda accordingly.

D. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0029) - Maxine Nietz discussed the Silver and Snowflakes Christmas Tree lighting, distributed a proposed budget to Chairperson Williamson, and requested that the item be agendized if the Committee is interested in continuing the event. (Member Tresnit arrived at 5:35 p.m.) Chairperson Williamson advised of a letter from Attorney Peter Jaquette expressing concern regarding pedestrian safety outside Comma Coffee, and requesting that the City extend the sidewalk railing. Chairperson Williamson has requested Streets Department staff to provide a cost estimate, and advised that the matter would be agendized for discussion and action at the September meeting.

E. DISCUSSION AND ACTION ON:

E-1. PRESENTATION BY DEPUTY DISTRICT ATTORNEY NEIL ROMBARDO REGARDING THE NEVADA OPEN MEETING LAW AND ROBERT'S RULES OF ORDER (1-0080) - Deputy District Attorney Neil Rombardo advised of the purpose for this agenda item and provided

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an overview of the elements of the Open Meeting Law. (Member McCarthy left the meeting room at 5:36 p.m. A quorum was still present.) Mr. Rombardo emphasized the importance of adhering to the agenda. Items which are not specifically agendized cannot be discussed and should be agendized for a future meeting. He noted that adhering to the agenda is even more critical for Committees involved in making funding decisions. With regard to Robert's Rules of Order, Mr. Rombardo advised that a vote is required on any stated motion. He further advised that Committee members who have discussed an agenda item outside the Committee or with anyone other than City staff must make a disclosure at the beginning of the meeting. Committee members who have a financial interest in a specific agenda item should leave the meeting room during discussion of and action on that agenda item.

In response to a question, Mr. Rombardo advised that non-agendized items cannot be discussed or deliberated. He acknowledged that items to be agendized for a future meeting can be mentioned to the Chairperson or staff. He further acknowledged that the purpose of the Open Meeting Law is to ensure that the public has proper notice of items to be discussed and decided upon. Member Tresnit suggested advising the absent Committee members of the details of Mr. Rombardo's presentation. In response to a further question, Mr. Rombardo advised that the Open Meeting Law has been modified to allow Committee members to attend social gatherings together; however, no discussion of Committee business can take place. In response to a question, he indicated that workshops should be agendized if the agenda items relate to matters which may later be presented in a regular Committee meeting. A recent change to the Open Meeting Law states that Committee members cannot individually meet with City staff to deliberate a future agenda item without posting an agenda. Mr. Rombardo acknowledged that City staff can provide information to the Committee members. Chairperson Williamson thanked Mr. Rombardo for his presentation. (Vice Chairperson Johnson arrived at 5:50 p.m.)

E-2. RIP01/02-01 CONTRACT WITH CARSON CITY CONVENTION AND VISITORS BUREAU TO ASSIST IN MANAGING THE GHOST WALK (OCTOBER 20, 2001) AND THE WILD WEST TOUR (MAY 25, 2002) (1-0340) - Discussion took place regarding award of the contract. Mr. Joiner referred to the draft agreement included in the agenda materials and reviewed the staff report. Joy Evans, of the Carson City Convention and Visitors Bureau ("CCCVB"), acknowledged that the CCCVB approved the agreement at their August 6, 2001 Board of Directors meeting. Mr. Joiner advised that the CCCVB is awaiting a decision by the Redevelopment Authority before forming a subcommittee to develop the contract(s). The subcommittee will be composed of Committee members, CCCVB representatives, and City staff. Chairperson Williamson solicited volunteers for the subcommittee. (Member McCarthy returned to the meeting room.)

Ms. Nietz commented that forming a subcommittee to act in an advisory capacity does not define who is in control of the event. She suggested forming a non-profit corporation, registered with the Secretary of State, to establish the subcommittee as an entity. She inquired as to whether the subcommittee will issue management and advertising contracts, as well as hire performers, establish a bank account, etc. She encouraged the Committee to address the administrative/technical details as soon as possible because of the limited time available to plan the event. Mr. Joiner explained that control of the event will be kept between the CCCVB and the Redevelopment Authority. The subcommittee will assist in defining management details such as meeting with the Ghost Walk guides, the method by which to reimburse ticket sale proceeds to the City, etc. Mr. Joiner commented that the purposes of the agreement are to lessen the impacts of responsibility to any subcontractor, "get more bang for the buck", and allow for more input from

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the CCCVB and the Redevelopment Authority. He acknowledged that control of the event will be handled by one of the two City entities from which the management contract and any subcontracts will be issued. Chairperson Williamson advised that the subcommittee will be responsible for selecting independent contractors. Mr. Joiner acknowledged that the subcommittee will make a selection and the contract will be between a management company and either the CCCVB or the Redevelopment Authority.

In response to a question, Mr. Joiner explained that the Ghost Walk and the Wild West Tour are “signature events” of Carson City. Chairperson Williamson advised that ticket sale proceeds have been returned to the Redevelopment Authority. Mr. Joiner advised that approximately \$5,000 per year has been returned. Chairperson Williamson expressed a concern that the Redevelopment Authority hasn’t received enough credit for funding the events in past years.

Member Nietz commented that the advisory committee will add another level of management to the event. He advised that CCCVB Executive Director Candace Duncan indicated she would be “happy stepping out of the picture altogether.” He further commented on the conflict between the Room Tax Board and the Arlington Group. The Arlington Group’s objective is to get people involved in attending an event. The Room Tax Board’s objective is “heads in beds” and drawing people from “out of market”. Member Nietz expressed the opinion that advertising 100 miles outside the local market is not the most effective. Ms. Evans advised that the Ghost Walk and the Wild West Tour are advertised in the Reno *Gazette-Journal* Best Bets and the calendar ads. The events are also included in the 1-800-NEVADA-1 monthly recording. Ms. Evans acknowledged that advertising is also done outside the local area. Mr. Joiner discussed the possibility of marketing concurrent events in the area.

Discussion took place regarding the possible action. In response to a question, Chairperson Williamson commented that frank discussion needs to take place between the two parties which will allow the opportunity for venting frustrations and discussing other ideas. She expressed support for the concept with the understanding that it doesn’t necessarily preclude managing the events the same as has been done in the past. Mr. Joiner concurred and commented that the proposal provides more opportunity without necessarily requiring a change. He advised that since the recommendation has been presented, the Committee needs to react to it. Member McCarthy concurred that the proposal does lend itself to discourse, and commented that the event will serve both the local and surrounding areas, as well as “outside” areas. Vice Chairperson Johnson expressed a concern over a committee getting involved with an event scheduled for October 20th, and discussion took place with regard to the same. Mr. Joiner noted that this item would have been agendized for action at the July Committee meeting; however, a quorum of the Committee was not available to schedule a meeting. Chairperson Williamson acknowledged that the CCCVB has already approved the draft agreement. In response to a question, she advised that, based on the wording of the agenda, no decision could be made to retain an independent contractor at this meeting. **Member Hannafin moved that the Committee submit the draft agreement to the Board of Supervisors with no recommendation. Vice Chairperson Johnson seconded the motion.** In response to a question, Mr. Joiner advised that since funding for the Ghost Walk has already been allocated, the Committee could direct him to enter into contracts in order to accomplish the event. In response to a further question, Mr. Joiner indicated that the Committee’s action would not have to be ratified by the Board of Supervisors because the Redevelopment Authority budget has already been approved. Chairperson Williamson advised that Member Hannafin’s motion would not be submitted to the Board of Supervisors until September 6th. Mr. Joiner suggested changing the date in the agreement to 2002. Member McCarthy agreed and suggested

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handling the 2001 Ghost Walk “ourselves.” **Member Hannafin withdrew his motion. Vice Chairperson Johnson withdrew her second. Member Hannafin moved that the Committee not act upon the draft agreement, but enter into contracts directly so the Ghost Walk can go forward.** In response to a question, Mr. Joiner indicated that the Committee has this option without taking formal action. **Member Hannafin withdrew his motion.** In view of the time constraints and the Committee’s desire to see the Ghost Walk go forward, **Member Hannafin moved to table this item. Vice Chairperson Johnson seconded the motion.** Chairperson Williamson indicated that the item will be tabled and that the Committee will take appropriate steps to ensure that planning takes place for the 2001 Ghost Walk. Member Hannafin pointed out that there will still be time to finalize the draft agreement relative to the 2002 Wild West Tour and Ghost Walk. In response to a question, Mr. Joiner advised that because the item was tabled it will not be forwarded to the Redevelopment Authority. He clarified that the Ghost Walk will not be contracted because contracts are required to be submitted to the Redevelopment Authority. Purchase Agreements of less than \$10,000 are allowed by statute without submission to the Redevelopment Authority. Mr. Joiner advised he will reagendaize this item in order that Ms. Duncan can be present for the discussion. Chairperson Williamson called for a vote on the pending motion. **Motion carried 5-0-1; Member Nietz abstaining.**

Chairperson Williamson requested that Mr. Joiner determine how quickly another meeting can be agendaized to consider this matter. Mr. Joiner indicated his understanding of the Committee’s direction was that he effect the 2001 Ghost Walk by whatever means necessary, such as small Purchase Agreement(s) to “get the parties in place that can make it happen this year.” He pointed out that the funds have been allocated, and acknowledged that the event will go forward.

E-3. RIP01/02-02 REQUEST BY CUBIX ORMSBY, LLC FOR REDEVELOPMENT DISTRICT INCENTIVE PROGRAM FUNDING IN THE AMOUNT OF \$100,000 FOR PROPERTY LOCATED AT 600 SOUTH CARSON STREET, APNS 3-092-02; 3-093-05; 3-096-04; AND 4-061-02 (ORMSBY HOUSE) (1-0965) - Mr. Joiner reviewed the staff report. Larry Tiller, General Manager of the Ormsby House, displayed a site plan and artist renderings and reviewed the same. In response to a question, he discussed the progress of the renovation project. He noted that changing the parking and utilizing the garage will make the project very viable and stable. In response to a question, Mr. Tiller advised that completion of the project is anticipated for “sometime next year.” He noted that Atlantic Richfield is in favor of the street abandonment and has signed the necessary waiver. The AM/PM entrance will be renovated to be more feasible for their customers and landscaping will be added. Mr. Tiller advised that a sidewalk meeting is scheduled tomorrow with all parties involved to discuss crosswalks, the capped sidewalk features, etc. NDOT representatives have been included in all discussions and have indicated no material concerns.

In response to a question, Mr. Tiller advised that the parking lot to the east will most likely be used primarily for oversized vehicles. General use of that parking lot will be discouraged because of the hazards involved in crossing Carson Street at that point. With regard to extending the street features, i.e., the lighting and railing, Mr. Tiller advised that Mr. Fiegehan and Mr. Lehr have both indicated their willingness to cooperate with the City on those types of details. Mr. Tiller acknowledged that meeting facilities are included in the renovation, and provided details with regard to the same. Mr. Joiner acknowledged that the right-of-way has been appraised at \$135,000. **Member Hannafin moved to enthusiastically appreciate the plans for the Ormsby House and, more specifically, that the**

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Committee recommend agreement to the Board of Supervisors that \$100,000 be granted to the Ormsby House as a part of the incentive program with the understanding that \$100,000+, based on appraised value, will be deposited for the abandonment of Seventh Street. Member Nietz seconded the motion. Motion carried 6-0.

E-4. REQUEST BY CARSON CITY DOWNTOWN MERCHANTS ASSOCIATION FOR ONGOING PROGRAM FUNDING (1-1385) - Mr. Joiner reviewed the staff report. He clarified that the Redevelopment Authority did not provide ongoing funding to the Chamber of Commerce Mainstreet Committee; however, funds were set aside for various events, murals, and projects. Ms. Mack presented her request for \$5,000 and discussed the proposed television commercial. She displayed a draft brochure, reviewed the same, and circulated it for review by the Committee members. She discussed her activities in coordinating the Downtown Merchants Association (the "Association").

Member Tresnit advised he would be abstaining from voting on any motion pertaining to this matter because of his business involvement in the Association. He commended Ms. Mack on her efforts. Discussion took place regarding possible conflicts of interest, and Ms. Mack explained allocation of the Association's funds. Member Nietz pointed out other avenues to pursue for funding, such as the Nevada Commission on Tourism and the Convention and Visitors Bureau.

Ms. Mack discussed the details of the television commercial and her efforts in coordinating street corner musicians for the downtown area. She responded to questions regarding allocation of the requested funding. (Member McCarthy left the meeting at 6:52 p.m. A quorum was still present). Chairperson Williamson commented on the Committee's previous commitment to use the funding returned from the Mainstreet Committee for additional downtown streetscape improvements. She advised that a different funding source would be used for this request, and asked that the Association develop an annual request for funding based on an itemized plan. She further advised that the Association will need to submit invoices to the City which will, in turn, be paid from the allocated funding.

Vice Chairperson Johnson expressed support for the project and inquired as to the administrative mechanism to allocate the requested funding. Mr. Joiner requested a detailed budget from the Association, and suggested that the Committee may want to budget a certain amount annually for the Association's projects. Discussion took place regarding the details of the funding request and, in response to a question, Ms. Mack acknowledged that she would be willing to allow Mr. Joiner and Chairperson Williamson to review the advertisements. **Vice Chairperson Johnson moved to approve the expenditure of \$5,000 to the Downtown Merchants Association contingent upon their submittal of an itemized budget to Mr. Joiner and their agreement to allow for review of any of their advertisements prior to airing the commercial or publishing the brochure.** Following discussion, Mr. Rombardo requested that the motion be reworded to more closely follow the wording of the agenda item. **Vice Chairperson Johnson amended her motion to approve ongoing funding up to the amount of \$5,000 for the Downtown Merchants Association, contingent upon their submittal of an itemized budget, to cover promotion and operating costs, and that they agree to allow Mr. Joiner and Chairperson Williamson to review the advertisements prior to their being published. Member Hannafin seconded the motion. Motion carried 4-0-1; Member Tresnit abstaining.** The Committee members commended Ms. Mack on her efforts.

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E-5. REQUEST TO RELOCATE PERIOD STYLE STREET LIGHTS FROM PRIVATE PARKING LOT (NORTH CARSON AT EAST CAROLINE STREET) TO PUBLIC PARKING LOT LOCATED AT SOUTH CURRY AND WEST SECOND STREETS (1-1867) - Mr. Joiner reviewed the staff report. In response to a question, he advised that replacement lights have been ordered. He responded to additional questions regarding the style of the replacement lights, the reason for replacing the lights, the cost, and the lighting theme on Carson Street. Mr. Joiner advised he is working with one of the City Engineers to incorporate sufficient amperage in a central location on the north end of the South Curry and West Second Streets parking lot to facilitate special events. **Member Nietz moved to approve relocation of the lights from the Nugget parking lot to the City parking lot at Second Street with the construction to be done in-house. Member Hannafin seconded the motion. Motion carried 5-0.**

E-6. STRATEGIC PLANNING VISIONING, MISSION STATEMENT, GOAL SETTING, PRIORITIZING, AND OBJECTIVES DEVELOPMENT FOR THE REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE (1-2028) - Dan Mooney referred to the revised Strategic Plan distributed prior to the start of the meeting. He emphasized the need for the strategic plan logo to fit the slogan, and discussion took place regarding proposed logos submitted at previous meetings. Consensus of the Committee was a stylized version of the Laxalt Building Clock Tower. Discussion ensued regarding hiring an artist, incorporating the slogan with the logo, and the slogan/logo to be used for the Downtown Merchants Association brochure. Member Nietz commended Mr. Mooney on the revised strategic plan.

Mr. Mooney reviewed the revised draft plan, including the goals and objectives. Chairperson Williamson suggested submitting the draft plan to public comment and, in the meantime, finalizing the logo. Mr. Mooney indicated he would review and make additional corrections to the draft plan and resubmit it within two weeks. Ms. Mack expressed a concern regarding not using the word “historic” in the slogan, and discussion took place with regard to the same. Chairperson Williamson acknowledged that the Committee decided, at a previous meeting, on the following mission statement: “Economic, Physical and Aesthetic revitalization.” She distributed a portion of a survey regarding downtown Carson City, and provided the following suggested motion: **To direct Mr. Mooney to provide a revised draft within two weeks for general distribution to the public for comment. Member Hannafin so moved. Vice Chairperson Johnson seconded the motion. Motion carried 5-0.** Chairperson Williamson thanked Mr. Mooney for his presentation.

E-7. PENDING PURCHASE OF ST. TERESA’S CATHOLIC CHURCH AND OPTIONS ON ONGOING OWNERSHIP (1-1308) - Member McCarthy advised he will be appearing before the Redevelopment Authority tomorrow regarding reconsideration of the motion made on March 15th. He will be asking that the \$675,000 previously committed by the Redevelopment Authority be used specifically to help with the purchase of St. Teresa’s Catholic Church. He advised he has been in “serious, cordial negotiations with the parish” and anticipates signing a purchase agreement based on an updated MAI appraisal. In response to a question, Chairperson Williamson advised that Carson City will be the titled owner of the property. Member McCarthy acknowledged that ownership will be similar to the arrangement made with the Brewery Arts Center in that the City will be completely indemnified from responsibility associated with the property and, in turn, a long-term lease will be established. He further acknowledged that additional funds will have to be raised to consummate the sale. No formal action was taken.

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E-8. REDEVELOPMENT AUTHORITY BUDGET FOR FY 01/02 (1-2676) - Mr. Joiner referred to the Budget Preparation Worksheet, and advised that he will be providing monthly reports to the Committee members.

E-9. SALE OF BONDS BY CARSON CITY AND LOAN OF A PORTION TO THE REDEVELOPMENT AUTHORITY (1-2733) - Chairperson Williamson advised that \$2.1 million in bonds have been sold, and that a reserve in the amount of \$50,000 has to be set aside to cover at least one annual payment. Discussion took place regarding possible allocations for the funds, including the Brewery Arts Center's purchase of St. Teresa's Catholic Church, the parking garage structure, and property purchase.

E-10. WASHINGTON STREET STATION/NEVADA STATE MUSEUM/CARSON CITY JOINT PARKING AND LANDSCAPING IMPROVEMENTS (1-2930) - Mr. Joiner advised that the parking lot was striped today, and that the City's Sign Shop will be installing signs by the end of the week. He further advised of speaking with Tom Johnson yesterday, who informed him of a contract to construct the trash enclosure for the subject parking lot and for the area behind the State Economic Development Commission office.

F. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (1-2979) - In response to a question, Mr. Joiner advised that the park located between the St. Charles Hotel and Comma Coffee is owned by Don Bernard. Member Nietz suggested agendizing an item to discuss improvements to this area.

F-1. FUTURE AGENDA ITEMS (1-2955) - Chairperson Williamson advised that the following items will be agendized for the next meeting: the Christmas Tree Lighting, the CCCVB Contract, and extending the railing along Carson Street to Comma Coffee. Mr. Joiner advised he would work with Mr. Mooney to publicize the draft strategic planning document. (1-3040) Mr. Joiner suggested agendizing an item regarding additional capital improvements similar to Telegraph Square. Ms. Mack requested that an item be agendized regarding a meeting with Secretary of State Dean Heller to discuss more retail in the front portion of the old Meyer's Hardware building and using the back portion for the Secretary of State's office space. She further requested an additional item regarding lights and trees on Telegraph Street and other side streets.

G. ACTION ON ADJOURNMENT (1-3125) - Vice Chairperson Johnson moved to adjourn the meeting at 7:52 p.m. Member Nietz seconded the motion. Motion carried 5-0.

The Minutes of the August 15, 2001 meeting of the Carson City Redevelopment Authority Citizens Committee are so approved this _____ day of September, 2001.

ROBIN WILLIAMSON, Chairperson