

# CARSON CITY OPEN SPACE ADVISORY COMMITTEE

## Minutes of the August 21, 2000 Meeting

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A regular meeting of the Carson City Open Space Advisory Committee was held at 6:00 p.m. on Monday, August 21, 2000 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Acting Chairperson Bruce Scott  
Michael Fischer  
Dan Jacquet  
Don Quilici

**STAFF:** Walter Sullivan, Community Development Director  
Steve Kastens, Parks and Recreation Director  
Vern Krahn, Parks Planner  
Kathleen King, Recording Secretary  
(OSAC 08/21/00; Tape 1-0001)

**NOTE:** Unless indicated otherwise, each item was introduced by Acting Chairperson Scott. 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. ROLL CALL AND DETERMINATION OF A QUORUM (1-0001)** - Acting Chairperson Scott called the meeting to order at 6:00 p.m. Roll call was taken; a quorum was present. Chairperson Hartman, Vice Chairperson Merrill, and Member Pacheco were absent. Alternate Members Anderson and Robinson were present.

**B. APPROVAL OF MINUTES (1-0015)** - Member Fischer moved to approve the minutes of the June 19, 2000 meeting. Member Quilici seconded the motion. Motion carried 4-0.

**C. PUBLIC COMMENT (1-0018; 1-0900)** - Larry Taylor requested information regarding development/industrial office pods in the area of Ash and Vicee Canyons as reported in a newspaper article. Mr. Sullivan advised that the proposal had been submitted to Community Development, and provided background information on the newspaper article. He indicated he would draft a memorandum to advise of the details of the proposal and staff's recommendations.

**D. MODIFICATION OF AGENDA (1-0026)** - None.

**E. DISCLOSURES (1-0028)** - Acting Chairperson Scott advised that he has been involved with members of the staff in developing the proposal for item F-1. He indicated he did not consider his involvement a conflict and intended to participate in discussion and action.

### **F. PUBLIC MEETING**

**F-1. DISCUSSION AND ACTION REGARDING OPEN SPACE ADVISORY COMMITTEE PROPOSAL TO WILLIAM MOFFAT TO PURCHASE THE PROPERTY LOCATED AT 741 NORTH EDMONDS DRIVE, APN 10-032-031, FOR THE OPEN SPACE PLAN (1-0036)** - Mr. Kastens expressed appreciation to Acting Chairperson Scott and Tony Wren for their assistance in developing the proposal. He referred to the appraisal which had been previously distributed

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to the Committee members, and discussed the negotiations which had taken place among staff, Acting Chairperson Scott, Vice Chairperson Merrill, and Mr. Wren. He referred to staff's recommendation, and reviewed the details of his August 3, 2000 letter included in the agenda materials.

Acting Chairperson Scott inquired of Mr. Wren as to whether the conditions outlined in the August 3<sup>rd</sup> letter are acceptable to Mr. Moffat. Mr. Wren acknowledged that the conditions are acceptable. In response to a question regarding water rights, Acting Chairperson Scott explained that the proposal includes water rights in the event that they are ever determined to exist. Discussion took place regarding the possibility of a payment plan, and Mr. Wren advised of Mr. Moffat's request that the \$270,000 be placed in an interest-bearing account until after the first of the year. He indicated that a two-three year payment plan had been discussed; however, when Mr. Moffat decided to make the donation, he requested that the entire amount be paid.

**Member Fischer moved that the Open Space Advisory Committee advise the Board of Supervisors to act upon this proposal as written. Member Quilici seconded the motion. Motion carried 4-0.** Acting Chairperson Scott thanked Mr. Wren and asked him to convey the Committee's appreciation to Mr. Moffat for his patience. He advised that the Committee would appreciate input from Mr. Moffat regarding the interpretive signage. Member Fischer noted that the Committee's action is a recommendation to the Board of Supervisors. Mr. Kastens thanked Mr. Wren.

**F-2. DISCUSSION AND ACTION REGARDING JOB DESCRIPTION AND QUALIFICATIONS FOR THE OPEN SPACE COORDINATOR POSITION (1-0222)** - Mr. Kastens provided background information on development of the job description. He explained that he and Mr. Sullivan had utilized job descriptions from other entities to compile the specifications. He referred to the August 7, 2000 memo with the attached suggestions by Jeff Winston and reviewed the same. Member Fischer inquired as to a salary range. Mr. Kastens advised that the grade has been designated as 122 with a pay range from \$43,077 to \$60,308, or an hourly rate of \$20.71 to \$28.99. The position would be unclassified and therefore ineligible for overtime. The retirement preference chosen will have an affect on the pay range, and the position will be provided the typical Carson City benefits package. Mr. Kastens explained the reasons for the designated grade and pay range.

In response to a question, Mr. Kastens indicated that the Parks and Recreation Director would be responsible for hiring and firing. Member Fischer inquired as to input by the Committee, and Mr. Kastens advised that he would request 1-2 Committee members to serve on the interview panel. He indicated that he and Mr. Sullivan would additionally serve on the interview panel and that the City Manager may be interested in participating in the process. He suggested considering the cost for Jeff Winston to participate as well. He indicated he would appreciate having the Committee involved in the selection process.

Acting Chairperson Scott observed that since the position will be fairly "high powered," the interview/screening process will be particularly important. He inquired as to Board of Supervisors involvement in filling the position. Alternate Member Robinson indicated that because the position is not already in existence, its creation will have to be approved by the Board of Supervisors. Mr. Kastens advised that he will take the necessary steps to agendize the item.

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**Member Quilici moved to recommend that the Open Space Advisory Committee approve the job description and qualifications for the proposed open space coordinator position as presented by Steve Kastens. Member Fischer seconded the motion. Motion carried 4-0.**

**Member Quilici moved that the Open Space Advisory Committee recommend to the Carson City Board of Supervisors the approval of the open space coordinator position which would then be active in the open space program. Member Fischer seconded the motion.** Following a suggestion by Mr. Kastens, **Member Quilici amended his motion to include that funding will be provided by the quality of life process. Member Fischer continued his second.** Alternate Member Anderson discussed past reservations for funding the position exclusively from Quality of Life funds, and inquired as to having the position subsidized by the general fund. Acting Chairperson Scott pointed out that general funding would require participation in the budget process and, thus, prevent filling the position at this time. Mr. Kastens noted that if the position were to receive general funding, a City-wide function would also be required. Discussion ensued with regard to the same, and Alternate Member Anderson inquired as to whether or not the motion leaves flexibility for future adjustments to the funding allocation. Mr. Kastens assured the Committee of the possibility of changing the funding allocation at some future time. Acting Chairperson Scott called for a vote on the pending motion. **Motion carried 4-0.**

**F-3. DISCUSSION AND ACTION REGARDING OPEN SPACE ADVISORY COMMITTEE MEMBER AND CITY STAFF ATTENDANCE AT THE NATIONAL LAND TRUST RALLY 2000, IN PORTLAND, OREGON, ON OCTOBER 19-22, 2000 (1-0532) -** Mr. Sullivan reviewed the information included in the agenda materials, and commented that there are a number of workshops which will be useful to the Committee and to staff. He advised that funds are available for both the Committee members and staff to attend the conference. He pointed out the opportunity for networking, and reviewed the workshop topics. He encouraged the Committee members to consider attendance. Mr. Kastens acknowledged that training funds are available in the Committee's budget. He suggested reserving 4-5 spots and, if an Open Space Manager is hired in time, to ensure that he or she attend.

In response to a question regarding cost, Mr. Sullivan indicated that it would be dependent upon the mode of transportation, hotel accommodations, etc. He suggested that since the conference is in Portland, the attendees could drive and possibly share rooms. He advised that some of the meals are included with the registration fee. **Member Quilici moved to authorize funding for up to four members of the Open Space Advisory Committee to attend the National Land Trust Rally 2000 in Portland, Oregon on October 19, 20, 21, and 22, 2000.** Following discussion, **Member Quilici amended his motion to authorize funding for up to four slots for the Open Space Advisory Committee and City staff. Member Fischer seconded the motion.** Alternate Member Anderson suggested that the authorized number of attendees be expanded to more than four if the budget will allow. Mr. Kastens indicated that if an open space manager is hired, he or she would attend in his or Mr. Krahn's stead. He reiterated that travel funding is available within the departments, and discussed the possibility of utilizing a motor pool vehicle to drive to Portland. Mr. Sullivan indicated that if he and/or any member of his staff attends, Community Development travel funds will be used. Member Fischer suggested that the attendees review the seminar offerings and divide them up to ensure efficiency. Acting Chairperson Scott called for a vote on the pending motion. **Motion carried 4-0.**

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**F-4. DISCUSSION AND ACTION REGARDING THE HIRING OF A STUDENT INTERN TO ASSIST WITH OPEN SPACE EFFORTS (1-0729)** - Alternate Member Anderson provided background information on this item. (Member Quilici left the meeting room at 6:45 p.m.; a quorum was no longer present.) Mr. Kastens explained that once the Committee indicated a desire to pursue the full-time open space manager position, he focused his energies on doing so. He discussed the benefits to the Parks Department of hiring an intern two years ago. He suggested that the open space manager would be in a better position to determine how an intern could provide assistance. Committee consensus was to put this matter on hold until some future time. (Member Quilici returned to the meeting room at 6:47 p.m.; a quorum was present.)

**G. COMMITTEE MEMBER COMMENTS/FUTURE AGENDA ITEMS (1-0779)** - Acting Chairperson Scott advised of "second-hand information" that ownership of Ira Andersen's lands have been deeded to his daughter. Discussion took place with regard to the same. Member Jacquet inquired as to a previously agenda item regarding a wetland parcel to be donated by The Nature Conservancy. Mr. Kastens advised that The Nature Conservancy is conducting further research and that the item will be reagenda for a future meeting.

**H. ADJOURNMENT (1-0945)** - Member Quilici moved to adjourn the meeting at 7:00 p.m. Member Fischer seconded the motion. Motion carried 4-0.

The Minutes of the August 21, 2000 meeting of the Carson City Open Space Advisory Committee are so approved this \_\_\_\_\_ day of October, 2000.

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STEVE HARTMAN, Chairperson