

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
OPEN SPACE ADVISORY COMMITTEE**

**Day:** Tuesday  
**Date:** February 21, 2023  
**Time:** Beginning at 5:30 pm  
**Location:** Community Center, Robert ‘Bob’ Crowell Board Room  
851 East William Street  
Carson City, Nevada 89701

**AGENDA**

**NOTICE TO THE PUBLIC:**

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Open Space Advisory Committee meeting at [www.carson.org/granicus](http://www.carson.org/granicus) and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: [parkspubliccomment@carson.org](mailto:parkspubliccomment@carson.org). For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

**1. Call to Order – Open Space Advisory Committee**

**2. Roll Call & Determination of Quorum**

**3. Public Comments** \*\* The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Open Space Advisory Committee.

**4. For Possible Action: Approval of Minutes** – Joint Parks and Recreation Commission and Open Space Advisory Committee meeting of 12/6/2022; Parks and Recreation Commission and Open Space Advisory Committee Special Workshop of 12/16/2022.

**5. Meeting Items:**

**5.A FOR DISCUSSION ONLY:** Review and discussion regarding Chris Borges’s Eagle Scout Project to realign a segment of trail on Prison Hill. (*Gregg Berggren*, [gberggren@carson.org](mailto:gberggren@carson.org))

**Staff Summary:** Mr. Chris Borges will discuss his Eagle Scout Project at the Prison Hill Recreation Area. Chris recently expressed to staff his interest in helping with a trail project. His

PowerPoint presentation will share his proposal to reroute a steep segment of existing trail to make it more sustainable and user-friendly.

**5.B FOR POSSIBLE ACTION:** Discussion and possible action regarding the election of a Chair and Vice Chair of the Open Space Advisory Committee (“OSAC”) for the 2023 calendar year. (*Lyndsey Boyer, [lboyer@carson.org](mailto:lboyer@carson.org)*)

**Staff Summary:** The OSAC Bylaws require that the Committee hold an election during the first meeting of the year to select the Chair and Vice Chair for the calendar year.

**5.C FOR POSSIBLE ACTION:** Discussion and possible action regarding the annual monitoring report for the Horsecreek Ranch Conservation Easement for 2022. (*Lyndsey Boyer, [lboyer@carson.org](mailto:lboyer@carson.org)*)

**Staff Summary:** The Horsecreek Ranch conservation easement requires annual monitoring reports. This item is for the Committee to review and possibly approve the annual monitoring report for 2022.

**5.D FOR POSSIBLE ACTION:** Discussion and possible action regarding the Open Space Work Plan for Fiscal Year 2023-2024. (*Lyndsey Boyer, [lboyer@carson.org](mailto:lboyer@carson.org)*)

**Staff Summary:** This item will review and provide direction to staff on project priorities for the Open Space Division of the Parks, Recreation & Open Space Department.

**5.E FOR POSSIBLE ACTION:** Discussion and possible action regarding a recommendation to the Board of Supervisors on the Fiscal Year (“FY”) 2023-2024 Open Space budget. (*Lyndsey Boyer, [lboyer@carson.org](mailto:lboyer@carson.org)*)

**Staff Summary:** Carson City Municipal Code 13.06.060 states the Open Space Advisory Committee shall review and provide input on open space matters to the City Manager’s proposed budget. In preparation for making budget recommendations to the Board of Supervisors for the next FY beginning on July 1, 2023, the proposed budget is presented to coincide with the Parks, Recreation and Open Space Department’s budget deadlines.

**5.F FOR POSSIBLE ACTION:** Discussion and possible action regarding a recommendation to the Board of Supervisors (“Board”) concerning proposed updates to the Parks, Recreation and Open Space Department (“Department”) Fee Policy and Schedule. (*Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org)*)

**Staff Summary:** This item, if approved, will update policies, procedures and fees related to facilities, programs and services provided by the Department. Fees are based on a comparative market analysis, facility and program use, cost recovery, legal mandates, and staff input.

## 6. Staff Updates - For Discussion Only

**6.A Open Space Manager Report:** Activities related to projects managed by the Open Space Division, including updates within the Carson River corridor. (*Lyndsey Boyer, [lboyer@carson.org](mailto:lboyer@carson.org)*)

**6.B Trails Coordinator Report:** Activities related to trail projects managed by the Open Space Division, including trail-related grants, programs, and events. (*Gregg Berggren, [gberggren@carson.org](mailto:gberggren@carson.org)*)

**6.C Director's Report:** Updates regarding the Department's projects, programs, facilities, and events; grants; status of recruitment for vacant positions; Boards and Commissions Attendance Policy; and Board of Supervisor's action items. (*Jennifer Budge, [jbudge@carson.org](mailto:jbudge@carson.org)*)

## 7. Members' Announcements and Requests for Information

## 8. Future Agenda Items – Discussion only

## 9. Public Comment:\*\*

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

## 10. For Possible Action: To Adjourn

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**\*\*PUBLIC COMMENT LIMITATIONS** – The Committee will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Parks, Recreation & Open Space Department by calling (775) 887-2262 or in writing at 3303 Butti Way, Building #9, Carson City, Nevada 89701 at least 24 hours in advance.

If you would like more information about any of the agenda items listed above, please contact the staff member listed at the end of the particular item you are interested in at (775) 887-2262.

To request a copy of the supporting materials for this meeting contact Patti Liebespeck at [pliebespeck@carson.org](mailto:pliebespeck@carson.org) or call (775) 887-2262.

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Carson City, Nevada, 89701.

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