

CARSON CITY BOARD OF SUPERVISORS

Minutes of the November 2, 2017 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, November 2, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Mayor *Pro Tem* Karen Abowd
Supervisor Brad Bonkowski, Ward 2
Supervisor John Barrette, Ward 4

STAFF: Nick Marano, City Manager
Sue Merriwether, Clerk - Recorder
Nancy Paulson, Deputy City Manager
Adriana Fralick, Chief Deputy District Attorney
Kathleen King, Chief Deputy Clerk

NOTE: A recording of these proceedings, the Board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE (8:31:47) - Mayor *Pro Tem* Abowd called the meeting to order at 8:31 a.m. Ms. Merriwether called the roll; a quorum was present. Mayor *Pro Tem* Abowd announced that Mayor Crowell and Supervisor Bagwell were with a group of elected officials in Washington, D.C. Airport Road Church of Christ Pastor Bruce Henderson provided the invocation. At Mayor *Pro Tem* Abowd's request, Chloe and Peter Woodbury led the Pledge of Allegiance.

5. PUBLIC COMMENT (8:34:18) - Mayor *Pro Tem* Abowd entertained public comment. (8:34:27) Asset Manager Matthew Lawton announced GIS Day, and provided background information on the same. "The purpose of GIS Day is to raise awareness of geography and the use of GIS technology." Mr. Lawton announced a GIS Day event scheduled for 9:00 a.m. to noon on Wednesday, November 15th in the Community Center Sierra Room.

Mayor *Pro Tem* Abowd entertained additional public comment. (8:35:45) Fort Churchill Society Children of the American Revolution ("CAR") President Chloe Woodbury read a prepared statement into the record, providing background information on the CAR and details of her project, "Honoring Old Glory." Ms. Woodbury welcomed the Nevada State Society Children of the American Revolution President Peter Woodbury. Mr. Woodbury read a prepared statement into the record, announcing a community flag retirement ceremony scheduled for 3:00 p.m. on Friday, November 10th at Fuji Park. Mayor *Pro Tem* Abowd thanked Ms. Woodbury and Mr. Woodbury. She entertained additional public comment; however, none was forthcoming.

6. POSSIBLE ACTION ON APPROVAL OF MINUTES - October 5, 2017 (8:38:33) - Mayor *Pro Tem* Abowd entertained suggested revisions to the minutes and, when none were forthcoming, a motion. **Supervisor Barrette moved to approve the minutes, with a previously-submitted correction. Mayor *Pro Tem* Abowd seconded the motion. Motion carried 2-0-1, Supervisor Bonkowski abstaining.**

CARSON CITY BOARD OF SUPERVISORS

Minutes of the November 2, 2017 Meeting

Page 2

DRAFT

7. **POSSIBLE ACTION ON ADOPTION OF AGENDA (8:39:17)** - Mayor *Pro Tem* Abowd introduced this item, and entertained modifications to the agenda. Mr. Marano advised that items 14 and 15 would be deferred to a future meeting. Mayor *Pro Tem* Abowd deemed the agenda adopted with the exception of the stated items. (8:40:37) Mr. Marano advised of having received a late request to defer item 12.

CONSENT AGENDA

(8:40:07) - Mayor *Pro Tem* Abowd entertained requests to hear items separate from the consent agenda and, when none were forthcoming, a motion. **Supervisor Bonkowski moved to approve the consent agenda, consisting of all items under 8, 9, and 10 on the agenda. Supervisor Barrette seconded the motion.** Mayor *Pro Tem* Abowd called for a vote on the pending motion.

RESULT:	Approved [3 - 0 - 2]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor John Barrette
AYES:	Supervisors Bonkowski, Barrette, and Mayor <i>Pro Tem</i> Abowd
NAYS:	None
ABSENT:	Mayor Robert Crowell and Supervisor Lori Bagwell
ABSTAIN:	None

8. **FINANCE DEPARTMENT - POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES, THROUGH OCTOBER 20, 2017, PURSUANT TO NRS 251.030 AND NRS 354.290**

9. **PARKS AND RECREATION DEPARTMENT, OPEN SPACE DIVISION - POSSIBLE ACTION TO APPROVE THE SUBMITTAL OF A GRANT APPLICATION TO THE NEVADA OFF-HIGHWAY VEHICLE PROGRAM FOR ROAD MAINTENANCE OF THE DIRT SEGMENT OF KINGS CANYON ROAD**

10. **PURCHASING AND CONTRACTS - POSSIBLE ACTION TO DETERMINE THAT FOUR POINT ENGINEERING IS THE LOWEST RESPONSIVE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1718-080, CENTENNIAL PARK SEWER PROJECT TO FOUR POINT ENGINEERING, FOR A BID AMOUNT OF \$159,531.00, PLUS A CONTINGENCY AMOUNT OF \$15,953.10, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$175,484.10, TO BE FUNDED FROM THE QUALITY OF LIFE FUND, AS PROVIDED IN FISCAL YEAR 2017 / 18**

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

11. **ANY ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME** - None.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the November 2, 2017 Meeting

Page 3

DRAFT

12. CITY MANAGER - POSSIBLE ACTION TO APPROVE THE AIRPORT LEASE, BETWEEN THE CARSON CITY AIRPORT AUTHORITY AND SIERRA SKYWAY, INC. - Deferred.

13. PURCHASING AND CONTRACTS - POSSIBLE ACTION TO APPROVE THE PURCHASE OF TWENTY-FIVE (25) VEHICLES FOR SEVERAL DEPARTMENTS FOR THE CITY OF CARSON, FROM MICHAEL HOHL MOTOR COMPANY AND CAPITAL FORD, THROUGH THE STATE OF NEVADA'S COMPETITIVE BID LIST AND NATIONAL JOINT POWERS ALLIANCE ("NJPA") COOPERATIVE PURCHASING AGREEMENT, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$982,561.17 (8:41:05) - Mayor *Pro Tem* Abowd introduced this item, and Purchasing and Contracts Manager Laura Rader reviewed the agenda materials. Fleet Services Manager Zach Good acknowledged that the purchase had been budgeted. Supervisor Bonkowski expressed appreciation that most of the vehicles are being purchased through local businesses. Mayor *Pro Tem* Abowd entertained additional Board member comments and, when none were forthcoming, public comment. When no public comment was forthcoming, Mayor *Pro Tem* Abowd entertained a motion. **Supervisor Bonkowski moved to approve the purchase of 25 vehicles for multiple departments for the City of Carson from Michael Hohl Motor Company and Capital Ford, through the State of Nevada's competitive bid list, and the National Joint Powers Alliance ("NJPA") cooperative purchasing agreement, for a total not-to-exceed amount of \$982,561.17. Supervisor Barrette seconded the motion.** Mayor *Pro Tem* Abowd called for a vote on the pending motion.

RESULT:	Approved [3 - 0 - 2]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor John Barrette
AYES:	Supervisors Bonkowski, Barrette, and Mayor <i>Pro Tem</i> Abowd
NAYS:	None
ABSENT:	Mayor Robert Crowell and Supervisor Lori Bagwell
ABSTAIN:	None

14. PARKS AND RECREATION DEPARTMENT - POSSIBLE ACTION TO APPROVE THE LEASE OF 1,600 SQUARE FEET OF BUILDING SPACE, LOCATED AT 864 EVALYN DRIVE, TO TRUCKEE MEADOWS PARKS FOUNDATION, A NON-PROFIT NEVADA CORPORATION FOR PUBLIC BENEFIT - Deferred.

15. COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

15(A) POSSIBLE ACTION TO ADOPT BILL NO. 127, ON SECOND READING, AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT, BETWEEN CARSON CITY AND THE MYERS FAMILY EXEMPT TRUST; THE ARRAIZ FAMILY 1993 TRUST 10/18/93; RD LOMPA LLC, A NEVADA LIMITED LIABILITY COMPANY; LOMPA RANCH EAST HILLS LLC, A NEVADA LIMITED LIABILITY COMPANY; AND TERRASAS & TRIPP LLC, A NEVADA LIMITED LIABILITY COMPANY, REGARDING THE DEVELOPMENT OF A PROJECT KNOWN AS THE LOMPA RANCH NORTH SPECIFIC PLAN AREA, APNs 010-041-16, -38, -52, -70, -71, -75, AND -76 - Deferred.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the November 2, 2017 Meeting

Page 4

DRAFT

15(B) POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, AN ORDINANCE APPROVING THE SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR SCHULZ RANCH, BETWEEN CARSON CITY; LENNAR RENO, LLC; AND RYDER-DUDA CARSON, LLC, ON APNs 009-311-64, 010-671-06, -07, -08, -09, -10, -11, -12, -13, -14, -15, 010-701-01 THROUGH -20, 010-702-01 THROUGH -09, 010-712-01 THROUGH 28, 010-713-01 THROUGH -09, 010-714-01 THROUGH -22, AND 010-715-01 THROUGH -10, TO CHANGE THE REQUIREMENT TO COMPLETE THE CENTRAL NEIGHBORHOOD PARK LOCATED IN PHASE 3 TO BEFORE THE ISSUANCE OF THE 250TH BUILDING PERMIT (MISC-17-114) (8:43:03) - Mayor *Pro Tem* Abowd introduced this item, and Community Development Director Lee Plemel reviewed the agenda materials. In response to a question, Mr. Plemel provided background information on the August 22, 2017 letter from Carson City School District Superintendent Richard Stokes, which was included in the agenda materials. Mr. Plemel advised of having recently spoken with Mr. Stokes, who advised that he stands by the position stated in his letter. Supervisor Bonkowski advised that the park design is nearly complete, “but to finish the design, start construction, and complete construction will take until approximately September which would exceed the 210th building permit. So, it’s not a matter of any accelerated growth; it’s continuing the growth and not shutting down several construction crews while the park is actually being constructed. Either way, the park gets built.”

At Mayor *Pro Tem* Abowd’s request, Chris Baker, of Manhard Consulting, expressed agreement with Supervisor Bonkowski’s explanation. “This is realistically just kind of a fail-safe. What’s happening now is we’re around the 120th building permit but, at the time of the request, we were at 105. So, if you kind of did the math out, there was a potential for us to miss that mark and the truth is, in the development climate now, once you lose your subs, you’re not going to get them back in a timely fashion. So we were preparing to realistically prevent a halt in development. We still could meet that 210th number but ... the way the park’s timing is working is if we went forward now, we would have to build the park over the winter and that could present some problems. So, working with Parks and the City, the plan was to break ground in spring. We’ve got 90% plans pretty much done and we’ve been going back and forth. We’re at the point where we’re picking fixtures in bathrooms and colors of playground tiles and park equipment so, as far as the overall design, that’s not going to change. ... we’re just looking forward to, with the absorption rates that are moving now and the development momentum we have, we don’t want to lose that. So, ... we’re just trying to put this forward to ensure that we don’t.” Supervisor Bonkowski requested Mr. Baker to take into account the absorption rates and try to plan a little farther in advance so that we don’t have to bring this to the Board level.

At Mayor *Pro Tem* Abowd’s request, Parks and Recreation Department Director Jennifer Budge advised of a cooperative relationship between the City and the developer. “They’ve been wonderful. They’ve met all of their deadlines. We’re already ... at 90% with park design. We’re ... finalizing all the details. My preference is to break ground in the spring and not do winter construction. That can cause additional problems. Not that that really factors in to the count for the subdivision and the triggers with that ... We’ll still see that park move forward and open next year which is great and a benefit for that neighborhood and for the community.”

In reference to Mr. Stokes’ letter, Mr. Baker commented, “This isn’t accelerating growth by any means. It doesn’t mean these units are going to be occupied. This isn’t in relation to C of O’s. This is just so we can have the building permits in place so we can ... move forward with the buildings. ... realistically, as far as occupying units, this really won’t change the timing of any of that.”

CARSON CITY BOARD OF SUPERVISORS

Minutes of the November 2, 2017 Meeting

Mayor *Pro Tem* Abowd entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to introduce, on first reading, Bill No. 128, an ordinance approving the second amendment to the Development Agreement for Schulz Ranch, between Carson City; Lennar Reno, LLC; and Ryder-DUDA Carson, LLC, on the APNs published in the agenda, to change the requirement to complete the central neighborhood park located in Phase 3 to before the issuance of the 250th building permit. Supervisor Barrette seconded the motion.** Mayor *Pro Tem* Abowd entertained discussion on the motion. Supervisor Barrette commented that the Parks and Recreation Commission’s vote and the Parks and Recreation Department Director’s testimony “brings me to support this.” He advised of having considered Superintendent Stokes’ letter; “however, you’ve allayed my concerns regarding that so I will vote for this.” Mayor *Pro Tem* Abowd called for a vote on the pending motion.

RESULT:	Approved [3 - 0 - 2]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor John Barrette
AYES:	Supervisors Bonkowski, Barrette, and Mayor <i>Pro Tem</i> Abowd
NAYS:	None
ABSENT:	Mayor Robert Crowell and Supervisor Lori Bagwell
ABSTAIN:	None

16. FINANCE DEPARTMENT - POSSIBLE ACTION TO APPROVE A COOPERATIVE AGREEMENT, BETWEEN CARSON CITY (THE “CITY”), A CONSOLIDATED MUNICIPALITY AND POLITICAL SUBDIVISION OF THE STATE OF NEVADA, AND THE CARSON CITY CULTURE AND TOURISM AUTHORITY (THE “CTA”), A COUNTY FAIR AND RECREATION BOARD CREATED BY THE CITY, PURSUANT TO NRS 244A, FOR ADMINISTRATIVE SERVICES AND FACILITY USE AND MANAGEMENT, TO BE FUNDED BY 1% OF THE TOTAL 11% TRANSIENT LODGING TAX RATE (APPROXIMATELY \$187,000 IN FY 2017 (8:51:21) - Mayor *Pro Tem* Abowd introduced this item, and read a prepared disclosure statement into the record. Mayor *Pro Tem* Abowd advised that she would participate in discussion and action. She entertained additional disclosures; however, none were forthcoming.

Ms. Paulson reviewed the agenda materials. In response to a question, Mr. Marano advised that there is good data on the direct and indirect costs of the sports tourism program. Parks and Recreation Department staff tracks the costs comprehensively. For the other involved City departments, Mr. Marano explained “we’d be in a position where we would either have to track hours and do direct billing; not unlike an attorney or some other professional services firm ... It’s not worth the record keeping to do that. The biggest department, in terms of interface with the Culture and Tourism Authority (“CTA”), is Parks and Rec. ... they do track both the direct and indirect costs of putting on what’s mainly the sports tourism program that the CTA runs. ... the Carson City Off-Road, that’s collaborative support from all City departments. But if you kind of just look at the breadth of this interlocal agreement, it really is Parks and Rec.” Ms. Budge agreed with Mr. Marano’s explanation, and further commented, “We track everything just like we would a grant. So if we were to go back and ... kind of audit this relationship with the Culture and Tourism Authority, we would be able to do that. We track down to inmate support, seasonal support, part-time help, our equipment costs, with the exception of unclassified time. I do have to coordinate with them and some other of the unclassified staff but, as you’ll see in the agreement, that’s just sort of ... our

CARSON CITY BOARD OF SUPERVISORS

Minutes of the November 2, 2017 Meeting

contribution because it's a little bit more difficult to track ... But we are able to do right down to that and that's what we bill back to that account is our actual costs. So we ..., as the Parks Department, don't go off that percentage. I know that's the arrangement on the overall umbrella agreement and that's for your direction but that really doesn't impact us either way because we already go with the actual."

Ms. Budge acknowledged that the 1% is meeting or exceeding the hard costs "on the Parks side ... We're trending to be closer to \$100,000 toward that reimbursement or bill back, if you will, for Parks. And you'll see that that endorsement list has grown. Like recently, we added the PowWow to that annual endorsed event. That wasn't there before. That is a three-day event. It did involve a lot of staff time and materials so that is trending up. So as long as that remainder can reimburse the rest of the departments ... would be the question."

Mr. Marano responded to additional questions of clarification, and discussion followed. Supervisor Bonkowski proposed the following additional language, at page 8, item 2: "Currently, it reads, 'Either party may terminate this agreement, without cause, upon sixty days' written notice to the other party. Each party agrees to perform their respective duties hereunder until the date of termination.' I would propose to add this third line: 'All contractual obligations for scheduled events shall survive any termination.' Because we may have events that are scheduled out more than thirty days."

Following additional discussion, Ms. Budge reviewed additions to the agreement provisions to provide protections for local commitments for existing community-wide programs and events. Mayor *Pro Tem* Abowd entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to approve a Cooperative Agreement, between Carson City, a consolidated municipality and political subdivision of the State of Nevada, and the Carson City Culture and Tourism Authority, a county fair and recreation board, created by the City pursuant to NRS 244A, for administrative services and facility use and management, to be funded by 1% of the total 11% transient lodging tax rate with the addition of the one sentence read into the record earlier. Supervisor Barrette seconded the motion.** Mayor *Pro Tem* Abowd entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [3 - 0 - 2]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor John Barrette
AYES:	Supervisors Bonkowski, Barrette, and Mayor <i>Pro Tem</i> Abowd
NAYS:	None
ABSENT:	Mayor Robert Crowell and Supervisor Lori Bagwell
ABSTAIN:	None

**17. BOARD OF SUPERVISORS NON-ACTION ITEMS:
FUTURE AGENDA ITEMS**

STATUS REVIEW OF PROJECTS

CARSON CITY BOARD OF SUPERVISORS

Minutes of the November 2, 2017 Meeting

Page 7

DRAFT

INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (9:02:35) - Mr. Marano displayed a photograph of President Richard Nixon bowling, and advised that Mayor Crowell and Mrs. Crowell had been invited, as part of a select group, to bowl in the basement of the White House later in the evening.

CORRESPONDENCE TO THE BOARD OF SUPERVISORS

STATUS REPORTS AND COMMENTS FROM BOARD MEMBERS

STAFF COMMENTS AND STATUS REPORTS

18. PUBLIC COMMENT (9:04:05) - Mayor *Pro Tem* Abowd entertained public comment; however, none was forthcoming.

19. ACTION TO ADJOURN (9:04:11) - Mayor *Pro Tem* Abowd adjourned the meeting at 9:04 a.m.

The Minutes of the November 2, 2017 Carson City Board of Supervisors meeting are so approved this _____ day of November, 2017.

ROBERT L. CROWELL, Mayor

ATTEST:

SUSAN MERRIWETHER, Clerk - Recorder