

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, March 19, 2020 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT:

Mayor Robert Crowell
Supervisor Stacey Giomi, Ward 1
Supervisor Brad Bonkowski, Ward 2
Supervisor Lori Bagwell, Ward 3
Supervisor John Barrette, Ward 4

STAFF:

Nancy Paulson, City Manager
Aubrey Rowlatt, Clerk - Recorder
Stephanie Hicks, Deputy City Manager
Dan Yu, Assistant District Attorney
Tamar Warren, Senior Public Meetings 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. All meeting minutes and audio recordings are available for review at: <https://www.carson.org/minutes>.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE

(8:30:30) – Mayor Crowell called the meeting to order at 8:30 a.m. and noted that the Board would follow the revised agenda which entailed the addition of the time specific item of an emergency declaration (Agenda item 24), to be heard no earlier than 1:00 p.m. He also noted that all Board members were present. Hope Crossing Community Church Pastor Nick Emery provided the invocation. At Mayor Crowell's request, City Engineer Dan Stucky led the Pledge of Allegiance. Mayor Crowell reminded those present that the Board and Staff would practice social distancing and urged everyone to use the protective disinfectants provided in the room.

5. PUBLIC COMMENT

(8:33:26) – Mayor Crowell entertained public comments. Silver State Government Relations representative Will Adler introduced himself and updated the Board on the social distancing practices that had been undertaken by the marijuana industry. He stated that in addition to the glass divider and the secure entrance already in place, purchasers now would call from the parking lot and would be checked in by a security guard after which they would be notified via phone to pick up their items. Mr. Adler also noted that they provided deliveries for purchases of \$25 or more.

(8:35:26) – Mayor Crowell stated that he had received many calls from residents with offers to help and noted that new businesses were being formed to help residents who needed assistance. Mr. Yu advised that a formal roll call was necessary. Ms. Rowlatt called roll and indicated that a quorum was present.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 2

DRAFT

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – FEBRUARY 6, 2020

(8:36:53) – Mayor Crowell introduced the item and stated that the approval of minutes would be postponed until the next meeting.

7. FOR POSSIBLE ACTION: ADOPTION OF AGENDA

(8:37:00) – Mayor Crowell introduced the item. Ms. Paulson stated that item 8.A, employee length of service certificate presentations, would be pulled from the agenda. Mayor Crowell considered the agenda adopted after pulling item 8.A.

8. SPECIAL PRESENTATIONS

8.A PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO CITY EMPLOYEES.

This item was pulled from the agenda.

CONSENT AGENDA

(8:37:25) – Mayor Crowell introduced the Consent Agenda and entertained requests to hear items separately. Supervisor Bonkowski wished to pull items 11.A, 11.B, and 11.C from the Consent Agenda for discussion. Mayor Crowell entertained a motion. **Supervisor Bagwell moved to approve the consent agenda as published with the exception of items 11.A, 11.B, and 11.C. Supervisor Barrette seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bagwell, Barrette, Bonkowski, Giomi, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

9. CITY MANAGER

9.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON RATIFYING THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER FOR THE PERIOD OF FEBRUARY 8, 2020 THROUGH MARCH 6, 2020.

9.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION FOR THE MAYOR TO SIGN A LETTER OF SUPPORT FOR JOIN INC., RECOGNIZING ITS DEDICATION TO WORKFORCE DEVELOPMENT SOLUTIONS IN THE CARSON CITY COMMUNITY THROUGH COLLABORATION WITH

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 3

DRAFT

VARIOUS COMMUNITY ORGANIZATIONS AND SUPPORTING ITS PROPOSAL FOR FUNDING OF THE ADULT, DISLOCATED WORKER AND OUT-OF-SCHOOL YOUTH PROGRAMS.

10. FINANCE

10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE DESIGNATION OF PIERCY BOWLER TAYLOR & KERN AS THE AUDITING FIRM FOR FY 2019-20, WHICH IS THE FINAL YEAR OF A THREE-YEAR CONTRACT.

10.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES THROUGH MARCH 6, 2020, PER NRS 251.030 AND NRS 354.290.

11. PURCHASING AND CONTRACTS

11.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN INCREASE IN PURCHASE AUTHORITY FOR MEDICAL SUPPLIES, UTILIZING DALLAS FORT WORTH INTERNATIONAL AIRPORT JOINDER CONTRACT NO. 7006639 THROUGH JUNE 30, 2020, FOR AN ADDITIONAL \$30,000 FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF \$155,000.

(8:38:22) – Purchasing and Contracts Administrator Carol Akers introduced the item. Carson City Fire Chief Sean Slamon explained that the request for the increase was due to the price increase of emergency medical supplies in addition to purchasing additional medical equipment in response to the COVID-19 outbreak. Supervisor Bonkowski expressed concern that this increase may not be enough and inquired whether it should be discussed during agenda item 24. Mr. Slamon believed that “this would get us through the rest of the year,” adding that while he wished to purchase additional personal protective equipment (PPE), they were not available at this time. He also informed Supervisor Bonkowski that as a result of a partnership with Western Nevada College (WNC), additional PPE equipment had been provided to the Fire Department and that expired equipment may be donated to the College if needed.

(8:31:32) – Supervisor Giomi noted that in his role as a member of a non-profit healthcare provider group, the local government was not charged for the PPE items they had received. Mayor Crowell entertained public comments and when none were forthcoming, a motion.

(8:42:08) – Supervisor Giomi moved to approve the purchase increase as requested. The motion was seconded by Supervisor Bagwell. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Giomi, Bagwell, Barrette, Bonkowski, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

11.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT NO. 2 FOR CONTRACT 1819-157, TO EXTEND THE CONTRACT DATE THROUGH JUNE 30, 2020 AND TO INCREASE THE CONTRACT BY AN ADDITIONAL \$47,832.75 FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF \$97,830.75.

(8:42:49) – Mayor Crowell introduced the item. Public Works Director Darren Schulz gave background on the equipment usage and presented the agenda items. He also informed Mayor Crowell that the purchase was budgeted. Supervisor Bonkowski inquired about the \$25,000 budgeted for repairs for the vendor, adding that the landfill created revenue which should be reinvested into the landfill operation. Mr. Schulz clarified that the old equipment in the landfill required repairs and that \$25,000 was set up for each vendor to be used for repairs; however, the repair expenses had increased over the past 10 years. He noted that \$50,000 per vendor might be requested in the future. Supervisor Bonkowski was in favor of performing repairs as needed in order not to disrupt the landfill operations.

(8:46:35) – Supervisor Giomi was informed by Mr. Schulz that the repairs were not performed in-house due to the nature of the equipment; however, he believed that could be a possibility in the future. Mayor Crowell entertained public comments and when none were forthcoming, a motion.

(8:47:28) – Supervisor Bonkowski moved to approve Amendment No. 2 as requested. The motion was seconded by Supervisor Giomi. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bonkowski
SECONDER:	Supervisor Giomi
AYES:	Supervisors Bonkowski, Giomi, Bagwell, Barrette, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

11.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT CONTRACT NO. 19300156, FOR PROFESSIONAL SERVICES, IS NOT SUITABLE FOR PUBLIC BIDDING UNDER NRS 332.115, AND WHETHER TO AWARD CONTRACT NO. 19300156, WATER RESOURCE RECOVERY FACILITY (WRRF) ELECTRICAL IMPROVEMENTS DESIGN, TO KELLER ASSOCIATES, INC. FOR A NOT TO EXCEED AMOUNT OF \$127,550 THROUGH JUNE 30, 2021 TO BE FUNDED FROM THE WASTEWATER UTILITY FUND.

(8:48:09) – Mayor Crowell introduced the item. City Engineer Dan Stucky gave background and presented the agenda materials, including the project scope and timeline, adding that the item was budgeted. In response to a question by Supervisor Bonkowski, Mr. Stucky indicated that 30 percent of the two-year contract would be funded in this fiscal year and the balance would be funded in FY 2021. He also clarified that “this design contract...is for electrical upgrades only, and the \$1,000,000 [will]

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

accommodate those electrical improvements in [the] future construction contract,” adding that a small project (around \$5,000) for the electrical improvements will also be added. There were no public comments; therefore, Mayor Crowell entertained a motion.

(8:52:22) – Supervisor Bonkowski moved to award the contract as presented. The motion was seconded by Supervisor Bagwell. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bonkowski
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Bonkowski, Bagwell, Barrette, Giomi, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

11.D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT D&D PLUMBING, INC., IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NRS CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 19300119, CARSON CITY AQUATIC FACILITY POOL PLUMBING REPLACEMENT PROJECT, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$153,095.80.

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

12. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME.

Items 11.A, 11.B, and 11.C were pulled from the agenda. Please see the minutes of each pulled item in the Consent Agenda section.

13. PURCHASING AND CONTRACTS

13.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF FOUR CATERPILLAR GENERATORS FROM CASHMAN POWER SOLUTIONS THROUGH SOURCEWELL, FORMALLY KNOWN AS NATIONAL JOINT POWERS ALLIANCE (NJPA) FOR AN AMOUNT OF \$428,310.00 TO BE FUNDED FROM THE WATER FUND AND REIMBURSED BY A DIVISION OF EMERGENCY MANAGEMENT (DEM) AND HOMELAND SECURITY GRANT.

(8:53:06) –Purchasing and Contracts Administrator Carol Akers introduced the item and summarized the Staff Report which is incorporated into the record. Mr. Stucky clarified for Supervisor Giomi that an extension until December 31, 2020 was received. Supervisor Bonkowski requested clarification on enclosures and Mr. Stucky confirmed that all four generators would have enclosures. He also noted that this contract was part of the total

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

award received from the Nevada Department of Public Safety (NDPS) and was being used to order the generators directly for cost-saving purposes. Mayor Crowell entertained public comments and when none were forthcoming, a motion.

(8:55:27) – Supervisor Bagwell moved to approve the purchase as presented. Supervisor Bonkowski seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for the vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Bonkowski
AYES:	Supervisors Bagwell, Bonkowski, Barrette, Giomi, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

13.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT ASPEN DEVELOPERS CORP., IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NRS CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 19300131, OREGON STREET TO LINEAR DITCH STORM DRAIN EXTENSION, TO ASPEN DEVELOPERS CORP., FOR A TOTAL NOT TO EXCEED AMOUNT OF \$629,500.30.

(8:56:04) – Ms. Akers introduced the item. Mr. Stucky presented the Staff Report and supporting materials. He also informed Supervisor Bonkowski that the agreement with the Nevada Department of Transportation (NDOT) clarified “only State funds” would be used for the project, adding that he had made certain the contractor’s business license was valid. There were no public comments.

(8:58:27) – Supervisor Giomi moved to approve Contract No. 19300131 as presented. The motion was seconded by Supervisor Bagwell. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Giomi, Bagwell, Barrette, Bonkowski, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

14. PUBLIC WORKS

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 7

DRAFT

14.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PUBLIC UTILITY EASEMENT (PUE) FOR ACCESS, OPERATION AND MAINTENANCE OF THE EXISTING WASTEWATER EFFLUENT LINE LOCATED WITHIN BRUNSWICK CANYON, OVER AND ACROSS APNS 008-531-44 & 008-531-45, AND A SETTLEMENT AGREEMENT BETWEEN CARSON CITY AND GENERAL THOMAS HILL, LLC CONCERNING THE PUE.

(8:58:50) – Mayor Crowell introduced the item and entertained disclosures. Supervisor Bonkowski read into the record a prepared disclosure statement, advised of no disqualifying conflict of interest, and stated that he would participate in discussion and action. Mayor Crowell entertained additional disclosures; however, none were forthcoming.

(9:00:16) – Mr. Stucky presented the agenda materials which are incorporated into the record. Mr. Yu clarified for the record that “there is no true legal dispute between the parties” and agreed with Mr. Stucky’s comment that “this is simply for cleanup and recordation purposes.” Ms. Hicks confirmed for Supervisor Giomi that the maps were accurate and would not be redone. Mr. Stucky also noted that those needing access to the gate would have a gate key. There were no public comments. Mayor Crowell entertained a motion.

(9:03:15) – Supervisor Bagwell moved to accept the public utility easement and to approve the settlement agreement. The motion was seconded by Supervisor Barrette. Mayor Crowell entertained additional comments and when none were forthcoming, called for the vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bagwell, Barrette, Bonkowski, Giomi, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

14.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF THE NORTH CARSON AREA DRAINAGE PLAN AND PRIORITY LIST AND DIRECTION TO STAFF CONCERNING THE EXPLORATION OF FUNDING OPPORTUNITIES FOR THE PRIORITY DRAINAGE PROJECTS IN THE NORTH CARSON CITY AREA.

(9:03:38) – Mayor Crowell introduced the item. Mr. Stucky presented the agenda materials, including a PowerPoint presentation which is incorporated into the record, and responded to clarifying questions. Supervisor Bagwell inquired about the New Empire Storm Drain flood assistance and Mr. Stucky clarified that “that area does not have much storm drain infrastructure;” however, it would not be neglected. He explained that the grant is 25 percent match-funded by the City; however, the “less costly” projects could be funded by stormwater bond money.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

(9:24:31) – Supervisor Bonkowski inquired about funding for the additional projects that are “lower on the list” and Mr. Stucky explained that having a “queue of projects” would ensure the City is not left behind. He also confirmed that Staff were looking for “the Board’s buy-in.” There were no public comments. Mayor Crowell entertained a motion.

(9:26:36) – Supervisor Giomi moved to accept the North Carson Area Drainage Plan and priority list and to direct Staff to explore funding opportunities for the priority drainage projects identified. The motion was seconded by Supervisor Barrette.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Barrette
AYES:	Supervisors Giomi, Barrette, Bagwell, Bonkowski, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

14.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE IMPLEMENTATION OF THE SOUTH CARSON STREET NEIGHBORHOOD IMPROVEMENT DISTRICT (NID).

(9:27:20) – Mayor Crowell introduced the item. Mr. Stucky noted that he would be joined by Community Development Director Lee Plemel during this presentation. He also gave background and presented the Staff Report and accompanying attachments, all of which are incorporated into the record. Mr. Stucky read into the record a letter from Bill Kolstad, Managing Member of Maple Tree Townhomes, LLC, regarding the Neighborhood Improvement District (NID) and the upcoming roundabout. Both Mr. Stucky and Mr. Plemel responded to clarifying questions by the Board. Discussion ensued and Supervisor Barrette was informed by Mr. Plemel that “improvements are going to be completed within the next fiscal year and turned over, required to start maintenance in the spring of next year which is within the next fiscal year.” He also explained that the intention was to do the assessment in order to ensure funds were available to start maintenance in FY 2021. Supervisor Giomi received confirmation that the followed process “is in fact legal.”

(10:03:14) – Supervisor Bagwell cited a previous NID example and recommended a discussion on whether “should the first-year assessment be based on 50 percent and then the next year is a full allocation?” Supervisor Bonkowski explained that the Downtown NID “looked at the required funds to start everything up and maintain things through the balance of the fiscal year.” Supervisor Bagwell wished to see a methodology, and noted support for the one proposed by Supervisor Bonkowski, to reduce the district’s burden at the start. Discussion ensued regarding the impact of COVID-19 on businesses and local governments. Mayor Crowell was also in favor of a first-year mitigation.

(10:08:27) – Mr. Stucky recapped the public meeting results held on March 9, 2020 at the Adams Hub, noting that five property owners were present at the meeting. He explained that questions arose regarding the east and west sides of the City and Mr. Stucky stated that they had been treating the project as a whole and noted that he

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 9

DRAFT

had informed attendees that the project would come before this Board annually and that the City would manage the maintenance contracts. Mr. Plemel explained that the State Properties in the Downtown NID were excluded from maintenance because the improvements were maintained by the State. Supervisor Giomi was in favor of assessing the State Properties on South Carson Street, requesting that “they pay their fair share” for maintenance, and possibly do the same with the federal properties, adding that revenue should go back to the NID to provide them with some relief.

(10:16:48) – Ms. Hicks provided additional information on the former National Guard Armory and explained that legal research was being done to provide the option of selling or abandoning the property, based on the original lease with NDOT. Supervisor Bonkowski believed it would be “problematic to enter into a program to abandon or sell the property” especially on the east side of the property and wished to see further discussion when the item is brought back. Supervisor Bonkowski recommended agendaizing a “differed lease versus forgiven lease payment” and “abandonment versus sale” topics for the next discussion. Supervisor Giomi suggested having a broad agenda “to take whatever action is necessary.” Supervisor Barrette requested a short break.

(10:27:24) – Mayor Crowell recessed the meeting at 10:27 a.m.

(10:38:21) – Mayor Crowell reconvened the meeting at 10:38 a.m. A quorum was still present.

(10:38:35) – Mr. Plemel outlined the differences between the Downtown and South Carson Street NIDs and did not see issues with the South Carson Street property owners taking on the NID management responsibility. Mr. Stucky informed Mayor Crowell that there had not been much “pushback” from property owners during the public meeting; however, there were business-specific comments. He also explained that the methodology used for the South Carson Street NID had been similar to the one for the Downtown NID. Mr. Stucky informed the Board that the item could be returned to the Board for discussion in May 2020. Supervisor Giomi clarified that he would not vote for the NID until the lease issues have been figured out. Supervisor Bonkowski believed this NID was different from the Downtown one and preferred delaying the item for a year as it was more complex than the downtown one. He also stated he would not vote for it without understanding the aforementioned issues.

(10:49:34) – Supervisor Bagwell believed the issues were two distinct ones. She noted that while implementing the tax, the property owners were told they would have NIDs, which she believed should be formed, in order not to pass the burden on the general public. She also noted that the property lease/sale/abandonment issue could be determined by returning the revenue to the NID and recommended not complicating the NID. Mr. Plemel informed the Board that the NID could be formed without completing the assessment. Supervisor Bonkowski noted that another scenario could provide seed money by the City “to get through the maintenance of the construction period...and then we start collecting the assessments when we have more information about other revenue streams.” He also believed he could not make a commitment today since he did not “understand the fiscal part of this well enough.” Supervisor Bagwell preferred to “stick with the plan that we told the taxpayers in the plan of expenditure.” Supervisor Giomi explained that he wished to do it right instead of a course-correction after the fact. Supervisor Bonkowski explained that today’s action was to give Staff direction and did not include the assessments and Mr. Plemel believed that a draft of the assessment should be available by April 16, 2020, adding that the Redevelopment Authority could allocate redevelopment funds as well. Supervisor Barrette was in favor of waiting until April or May for a decision. Mayor Crowell was not in favor of having a NID now to which Supervisor Giomi agreed. Supervisor Bonkowski did not believe there was a downside to forming the

CARSON CITY BOARD OF SUPERVISORS
Minutes of the March 19, 2020 Meeting
Page 10

DRAFT

NID. Ms. Hicks indicated that Staff would be able to inform the Board “what we can legally do with the property” by May, 2020. Mayor Crowell inquired about handling the maintenance through the lease if it is required for every property, instead of having a NID. Ms. Hicks clarified that the areas of improvement are not the right-of-way areas (old NDOT leases), adding that the improvements are within the curb-to-curb area where the current South Carson Street is. Mayor Crowell entertained public comments.

(11:13:54) – Ron Branch introduced himself as a candidate for Ward Four Supervisor and noted that the public will eventually pay for the price of doing business in Carson City and by frequenting the businesses. He believed that businesses are already landscaping, and the additional front areas would not cost much more. He likened the NID to a homeowners’ association. There were no additional public comments. Mayor Crowell summarized the upcoming deliverables:

- Identify the properties covered by an encroachment or right-of-way (whether they have a lease or not).
- Find out how to “meld the lease issue and the right-of-way encroachment issues with the NID.”
- Begin the assessment next July.

(11:18:56) – At Supervisor Bonkowski’s request, Mr. Plemel clarified that the direction to Staff was not to proceed with the assessment in FY 2021 and to figure out the right-of-way parcel issues, including how to make the assessments for FY 2022. Supervisor Giomi wished to clarify that the NID would not be created to pay for the South Carson Street improvements but “to maintain what is being constructed using other funds.” Supervisor Barrette stated that he was not opposed to the NID; however, he called the time “inopportune” and preferred making a decision in May 2020. Mayor Crowell advised the Board to forgo a motion at this time and wait until May 2020 and Mr. Yu was in favor of having Staff explore options for a resolution.

15. RECESS AS BOARD OF SUPERVISORS

(11:23:49) – Mayor Crowell Recessed the Board of Supervisors Meeting at 11:23 a.m.

REDEVELOPMENT AUTHORITY

16. CALL TO ORDER & ROLL CALL - REDEVELOPMENT AUTHORITY

(11:23:57) – Chairperson Bagwell introduced the item. Ms. Rowlett called Roll and noted that a quorum was present.

17. PUBLIC COMMENT

(11:24:23) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

18. FOR POSSIBLE ACTION: APPROVAL OF MINUTES - JANUARY 16, 2020 AND FEBRUARY 6, 2020.

(11:24:30) – Chairperson Bagwell introduced the item and noted that she had submitted a date correction. **Member Bonkowski moved to approve the minutes of January 16, 2020 and February 6, 2020**

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

Redevelopment Authority meetings with the previously submitted date corrections. The motion was seconded by Member Barrette and carried 5-0-0.

19. COMMUNITY DEVELOPMENT

19.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE FY 2021 REDEVELOPMENT DISCRETIONARY FUNDS TENTATIVE BUDGET ALLOCATIONS AND ESTIMATION OF ALLOCATIONS FOR THE FOLLOWING FOUR YEARS FOR THE PURPOSES OF BUDGET PLANNING TO IMPLEMENT REDEVELOPMENT OBJECTIVES.

(11:25:15) – Chairperson Bagwell introduced the item. Community Development Director Lee Plemel presented the Staff Report and the budget allocation recommendations made by the Redevelopment Authority Citizens Committee (RACC) in its March 2, 2020 meeting, both of which are incorporated into the record. He also responded to clarifying questions by the Authority members. Member Bonkowski was in favor of allocating \$25,000 of the undesignated \$80,297 funds towards the construction maintenance of South Carson Street. He also recommended making any removed historic gaslights, such as those from the downtown Curry Street project, available for purchase to Carson City residents instead of selling them through an auction house.

(11:33:23) – Vice Chair Giomi recommended allocating \$20,000 of the undesignated funds to the replacement of the Blue Line in the Historic District with medallion markers and a map describing the properties. He added that the Culture and Tourism Authority (CTA) had applied for a grant that could be combined with the RACC funding. Member Crowell was in favor of having biographies of the founders of Carson City and Supervisor Giomi offered to bring it up at the next CTA meeting. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(11:40:40) – Member Bonkowski moved to accept the recommended Redevelopment budget allocations with [two] corrections to the Undesignated Fund: setting aside \$25,000 for future South Carson Street improvement maintenance and \$20,000 for the Kit Carson Trail medallion program. The motion was seconded by Member Barrette.

RESULT:	APPROVED (5-0-0)
MOVER:	Member Bonkowski
SECONDER:	Member Barrette
AYES:	Members Bonkowski, Barrette, Crowell, Giomi, and Chairperson Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

19.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RESOLUTION TO ADOPT THE CARSON CITY REDEVELOPMENT SIDEWALK IMPROVEMENT AND UTILITY EXTENSION ASSISTANCE PROGRAM FOR REDEVELOPMENT AREAS 1 AND 2.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 12

DRAFT

(11:41:58) – Chairperson Bagwell introduced the item. Mr. Plemel explained the budget and expense authorization process of the Sidewalk Improvement and Utility Extension Assistance programs. He also pointed out two corrections in the Resolution, a corrected version of which has already been sent to the Clerk’s Office for inclusion into the record. Member Bonkowski also pointed out an error which has been corrected as well. Mr. Plemel presented the Staff Report and the attached resolution. He also responded to clarifying questions by the members. There were no public comments; therefore, Chairperson Bagwell entertained a motion.

(11:49:57) – Vice Chair Giomi moved to adopt Resolution 2020-RA-R-2 as corrected. The motion was seconded by Member Bonkowski.

RESULT:	APPROVED (5-0-0)
MOVER:	Member Giomi
SECONDER:	Member Bonkowski
AYES:	Members Giomi, Bonkowski, Barrette, Crowell, and Chairperson Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

19.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS CONCERNING THE EXPENDITURE OF UP TO \$12,600 FOR THE DESIGN OF EVENT SHADE STRUCTURES AT THE 3RD STREET PARKING LOT, LOCATED AT 202 S. CURRY STREET, MCFADDEN PLAZA, AND THE BREWERY ARTS CENTER LOCATED AT 449 W. KING STREET.

(11:50:42) – Chairperson Bagwell introduced the item. Mr. Plemel gave background and introduced Breana Coons, Marketing Manager of the Carson Farmers’ Market and Gina Hill, Executive Director of the Brewery Arts Center (BAC). Mr. Stucky presented the Staff Report, incorporated into the record, and responded to clarifying questions.

(11:53:55) – Member Bonkowski invited Ms. Coons and Ms. Hill to opine on the item. Ms. Coons noted that “until we know what the design for both (the BAC and the [Farmers’] Market) is, we don’t know where we want to go.” He received confirmation from Ms. Coons that until funds are allocated to the BAC, she will be unable to make a decision. Ms. Hill noted that they were “very open to the idea” of working with the Farmers’ Market; however, she explained that they had received the Levitt AMP [summer concert series] grant and planned on receiving it every year, adding that their decision will be based on the outcome of the designs provided by the City. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(11:56:50) – Member Bonkowski moved to recommend to the Board of Supervisors approval of the expenditure of \$12,600 for the design of event shade structures at the three recommended locations. The motion was seconded by Member Crowell.

(11:57:21) – Member Barrette received confirmation that this motion did not indicate “which way we will go later.” Chair Bagwell called for the vote.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

RESULT:	APPROVED (5-0-0)
MOVER:	Member Bonkowski
SECONDER:	Member Crowell
AYES:	Members Bonkowski, Crowell, Barrette, Giomi and Chairperson Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

20. PUBLIC COMMENT

(11:57:47) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

21. FOR POSSIBLE ACTION: TO ADJOURN AS THE REDEVELOPMENT AUTHORITY

(11:57:54) – Chairperson Bagwell adjourned the Redevelopment Authority meeting at 11:57 a.m.

22. RECONVENE AS THE BOARD OF SUPERVISORS

(11:58:01) – Mayor Crowell Reconvened the Board of Supervisors meeting at 11:58 a.m. and notified the public that the Board will continue the meeting over a working lunch. He also reminded the public that the emergency discussion will take place no earlier than 1:00 p.m.

23. COMMUNITY DEVELOPMENT - PLANNING

23.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RESOLUTION AUTHORIZING THE EXPENDITURE OF \$12,600 FOR THE DESIGN OF EVENT SHADE STRUCTURES AT THE 3RD STREET PARKING LOT, LOCATED AT 202 S. CURRY STREET, MCFADDEN PLAZA, AND THE BREWERY ARTS CENTER LOCATED AT 449 W. KING STREET.

(11:58:34) – Mayor Crowell introduced the item and noted that the documents and discussion from item 19.C of the Redevelopment Authority will be incorporated into this discussion. He also entertained public comments and when none were forthcoming, a motion.

(11:59:03) – Supervisor Giomi moved to approve Resolution No. 2020-R-5. The motion was seconded by Supervisor Bagwell. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Giomi, Bagwell, Barrette, Bonkowski, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 14

DRAFT

23.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO ADOPT, ON SECOND READING, BILL NO. 102, AN ORDINANCE RELATING TO MARIJUANA, AMENDING TITLE 18 APPENDIX, DIVISION 1, SECTION 1.20 OF CARSON CITY MUNICIPAL CODE TO REVISE HOURS OF OPERATION FOR MEDICAL MARIJUANA DISPENSARIES AND RETAIL MARIJUANA STORES.

(11:59:24) – Mayor Crowell introduced the item. Associate Planner Heather Ferris noted that no changes had been made to Bill No. 102 since the first reading. Mayor Crowell entertained public comments and when none were forthcoming, a motion.

(11:59:53) – Supervisor Bagwell moved to adopt Bill No. 102, on second reading, Ordinance No. 2020-2. The motion was seconded by Supervisor Giomi. Mayor Crowell entertained discussion on the motion.

(12:00:30) – Supervisor Bonkowski noted that at first reading the Bill had passed by a 3-2 vote and reiterated his objection to having the dispensaries open until 11:00 p.m. He recommended that one of the three Board members who had voted for the motion at the last reading vote against it now. Supervisor Bagwell stated that her opposition had been to the dispensaries being open at 7:00 a.m. (when students are walking to school) and wondered if a 10:00 p.m. close would be preferable.

(12:01:40) – Supervisor Giomi and Mayor Crowell were in favor of the Bill as written. Supervisor Barrette received clarification from Mr. Yu that the changed hours would not have an impact on the title of the Ordinance and would not require a new publication. Mr. Adler stated that a 10:00 p.m. closure would be acceptable, especially at this time due to the minimal in-store traffic as the stores were primarily doing deliveries. He clarified that they would deliver “as if the store is open.” Supervisor Barrette reiterated his concern that Carson City residents would drive to Reno to make their purchases; therefore, he would consider voting for the 10:00 p.m. close time. Supervisor Bagwell withdrew her motion and Supervisor Giomi withdrew his second. Mayor Crowell entertained a new motion.

(12:05:47) – Supervisor Bagwell moved to adopt Bill No. 102, on second reading, Ordinance No. 2020-2, with the change to section 2(b) to read: “Hours of operation are limited to between 8:00 a.m. and 10:00 p.m.” The motion was seconded by Mayor Crowell who also called for the vote.

RESULT:	APPROVED (3-2-0)
MOVER:	Supervisor Bagwell
SECONDER:	Mayor Crowell
AYES:	Supervisors Bagwell, Barrette, and Mayor Crowell
NAYS:	Supervisors Bonkowski and Giomi
ABSTENTIONS:	None
ABSENT:	None

23.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, AN ORDINANCE CHANGING THE ZONING FROM CONSERVATION RESERVE TO SINGLE FAMILY ONE ACRE, ON PROPERTY LOCATED ON THE SOUTH SIDE OF

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

KELVIN ROAD AND ON CACHET COURT, CORRINNE COURT, GABRIELLE COURT, AND DANIELLE DRIVE, APNS 008-816-07 THROUGH 008-816-35 AND 008-814-05 THROUGH 008-814-13.

(12:06:46) – Mayor Crowell introduced the item. Planning Manager Hope Sullivan presented the Staff Report incorporated into the record and responded to clarifying questions by the Board. She also reported on the outcome of the Planning Commission meeting regarding this item, which was a unanimous approval. There were no public comments. Mayor Crowell entertained a motion.

(12:08:36) – Supervisor Giomi moved to introduce, on first reading, Bill No. 103. The motion was seconded by Supervisor Bagwell. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Giomi, Bagwell, Barrette, Bonkowski, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

23.D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR AN ORDER OF ABANDONMENT TO ABANDON A RIGHT-OF-WAY AND ACCESS EASEMENT CREATED IN RECORDED DOCUMENT 315661 AND LOCATED AT 4110 COUNTY LINE ROAD, APN 007-201-05.

(12:09:20) – Mayor Crowell introduced the item. Ms. Sullivan presented the Staff Report which is incorporated into the record. There were no public comments; therefore, Mayor Crowell entertained a motion.

(12:10:28) – Supervisor Bonkowski moved to approve the Order of Abandonment based on the findings and subject to the conditions of approval contained in the staff report. The motion was seconded by Supervisor Bagwell. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bonkowski
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Bonkowski, Bagwell, Barrette, Giomi, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

23.E FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR AN ORDER OF ABANDONMENT FOR THE ABANDONMENT OF A PUBLIC

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 16

DRAFT

RIGHT-OF-WAY TOTALING APPROXIMATELY 39,385 SQUARE FEET IN THE FOLLOWING THREE SPECIFIC AREAS: ALL OF WEST WILLOW STREET RIGHT-OF-WAY, BEING APPROXIMATELY 63 FEET WIDE BY 600 FEET LONG, BETWEEN VOLTAIRE STREET ON THE WEST AND COCHISE STREET ON THE EAST; A PORTION OF VOLTAIRE STREET THREE FEET WIDE BY APPROXIMATELY 263 FEET LONG ON THE EAST SIDE OF THE PUBLIC RIGHT-OF-WAY, FROM THE NORTHERN AREA OF WEST WILLOW STREET TO WEST OVERLAND STREET; AND TWO SECTIONS OF COCHISE STREET THREE FEET WIDE BY APPROXIMATELY 132 FEET LONG ON THE WEST SIDE OF THE PUBLIC RIGHT-OF-WAY, FROM WEST OVERLAND STREET TO THE NORTHERN AREA OF THE ABANDONMENT OF WEST WILLOW STREET.

(12:10:47) – Mayor Crowell introduced the item. Ms. Sullivan presented the Staff Report which is incorporated into the record and noted that the Planning Commission had approved the recommendation of abandonment by a vote of 7-0. She also pointed out an error in the Staff Report and stated that Condition 5 should not read: *“The easement from Nevada Energy will continue to exist.”* Ms. Sullivan also responded to clarifying questions by the Supervisors. Mr. Stucky clarified that the traffic circulation study using Redevelopment funds was in its final stages and he expected it to be “wrapping up in the next couple of months” and included this property. No public comments were forthcoming. Mayor Crowell entertained a motion.

(12:18:37) – Supervisor Bagwell moved to approve the Order of Abandonment based on the findings and subject to the conditions of approval contained in the staff report. Supervisor Barrette seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for the vote.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bagwell, Barrette, Bonkowski, Giomi, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(12:20:02) – Mayor Crowell recessed the meeting at 12:20 p.m.

(12:26:00) – Mayor Crowell reconvened the meeting at 12:26 p.m.

23.F FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A TENTATIVE SUBDIVISION MAP (SUB-2020-0001) KNOWN AS SILVER VIEW TOWNHOMES, PROPOSING TO CREATE 34 SINGLE FAMILY LOTS ON A 2.75 ACRE PARCEL ZONED RETAIL COMMERCIAL (RC), LOCATED AT THE NORTHWEST CORNER OF CLEARVIEW DRIVE AND SILVER SAGE DRIVE (APN 009-125-12).

CARSON CITY BOARD OF SUPERVISORS
Minutes of the March 19, 2020 Meeting
Page 17

DRAFT

(12:26:06) – Mayor Crowell entertained disclosures. Supervisor Bonkowski read into the record a prepared disclosure statement, advised of a disqualifying conflict of interest and stated that he would abstain from discussion and action. Mayor Crowell entertained additional disclosures; however, none were forthcoming.

(12:37:03) – Ms. Ferris introduced the subject property and presented the Staff Report which is incorporated into the record. Additionally, she provided the recommendation of approval from the Planning Commission (with a 7-0) vote and noted that the applicant wished to discuss Condition 27 which related to private roads. Ms. Ferris clarified for Mayor Crowell that the Planning Commission had agreed with Staff’s recommendation of having private roads inside the subdivision. She also acknowledged the presence of applicant Mark Turner and applicant representative Louis Cariola of Manhard Consulting in the meeting room.

(12:29:47) – Mr. Cariola introduced himself and disclosed that he had attended the Board of Supervisors Workshop and had listened to the private roads discussion. He requested, on behalf of the applicant, that Condition 27 be revised, and the decision made at the time of final map approval. Ms. Ferris read into the record a modified version of the applicant’s proposed language to Condition 27 to read: *“At the time of recordation of the final map, a private Home Owner’s Association (HOA) or similar entity must be formed to provide maintenance for internal, privately owned common areas and landscaping (including landscaping within the right-of-way). Private Maintenance must be described in the CC&Rs. The City will not maintain these facilities. At the time of final map, subject to a fully executed development agreement that identifies the scope of maintenance responsibilities, the Board of Supervisors may elect to accept the dedication of the roadways. This will be at the full discretion of the Board of Supervisors and nothing in this condition should be construed to mean that the Board of Supervisors is obligated to accept these roads as public.”*

(12:35:02) – Supervisor Bagwell inquired whether having road maintenance in a development agreement instead of the HOA terms would lower the HOA fees, making the homes more affordable as workforce housing. Mr. Cariola believed that it would contribute towards “achievable housing”. Discussion ensued regarding the development agreement terms and Mayor Crowell noted that a decision had been made to keep the roads private for another development (Emerson Cottages) on Emerson Drive. Ms. Sullivan clarified that Staff’s recommendation is the current language in Condition 27 indicating privately maintained internal streets. She also noted that the applicant had informed the Planning Department of their intent to propose alternative language to the Board of Supervisors in this meeting, a modified version of which Ms. Ferris had read into the record, should the Board agree with the applicant’s recommendation. Supervisor Bonkowski noted that this is a policy discussion, a larger issue beyond this particular development, and requested an opinion from the Assistant District Attorney regarding his disclosure. Mr. Yu described the parameters of the Open Meeting Law and the Ethics in Government provisions and advised that “purely numerical” comments would be acceptable. However, in this instance, the discussion of private versus public roads “may have an impact on this Board’s discussion and action resulting from that discussion, as it relates specifically to this matter, my advice is to you on the record would be for you not to participate.”

(12:45:15) – Supervisor Giomi called the discussion “a difficult subject” and likened streets to utilities managed by the City. He noted that he had been in favor of private roads; however, based on the public comments he had heard, he believed “maybe a development agreement makes sense.” He also believed that a similar development agreement could be done for the previously mentioned Emerson Drive project. Discussion ensued regarding the development agreement.

CARSON CITY BOARD OF SUPERVISORS
Minutes of the March 19, 2020 Meeting
Page 18

DRAFT

(12:49:33) – Mr. Turner acknowledged the City’s lack of funds to maintain residential streets and noted he was not in favor of private streets, especially if HOAs cease to exist. He also stated that they would be responsible for snow removal and offered to “give these streets one extra burst of life” by either paying for or providing the slurry seal prior to the issuance of the last certificate of occupancy. Mayor Crowell believed that should the streets become public; the Emerson Cottages development must have the same development agreement. Ms. Sullivan explained that the private versus public street decision at the time of tentative map allows developers “to move forward with full knowledge.” She also noted that private roads may always be offered to the City anytime, however, this particular issue was a reaction to a condition put forward by a developer the previous day. Ms. Sullivan explained that “procedurally, where we are is that the City has recommended, based on all the facts as we understand them and all the policies as we understand them, that these roads should be private. We want the developer to go forward with that set of rules. Rules may change. And that ‘deferred’ may turn in to an acceptance for the Clerk’s certificate when we get to final map.” She also clarified for Mayor Crowell that “nothing in this Condition [27] obligates the Board to accept these streets.”

(1:05:29) – Mayor Crowell reminded the viewing public that the Board will get to the time-specific emergency declaration immediately following this agenda item. Supervisor Barrette thanked Mr. Turner “for bringing this [item] to a head.” Mr. Cariola noted that even though the revised language to Condition 27 had been presented to Staff the day before this meeting, the topic had not been new, as it had been discussed in the Planning Commission. **Mayor Crowell proposed a motion to approve the Tentative Subdivision Map and recommended advising the developer of Emerson Cottages of the change in the conditions of approval. Supervisor Giomi seconded the motion.** Ms. Sullivan explained that Condition 18 must be eliminated, and Condition 27 shall reflect the language provided by Ms. Ferris earlier in the discussion. Discussion ensued regarding the final map and the slurry seal. Based on Ms. Sullivan’s request, Mr. Turner volunteered to provide the slurry seal at the time of the final map. **Mayor Crowell withdrew his motion and Supervisor Giomi withdrew his second to accommodate the discussion.**

(1:12:25) – Mr. Stucky stated that the ideal time for a slurry seal was five-to-seven years after building a street. Supervisor Bagwell recommended that Mr. Turner pre-fund the slurry seal cost into the HOA for them to perform the slurry seal in five years. Mr. Turner offered to “write a check to the City” for the cost of the slurry seal. Ms. Ferris preferred that it happen prior to final map.

(1:15:37) – **Supervisor Giomi moved to approve the Tentative Subdivision Map based on the ability to make the required findings in the affirmative and subject to the conditions of approval recommended by the Planning Commission, with the following changes: deleting condition 18, amending condition 27 to remove reference to private roads, and adding the following condition: “Per the condition volunteered by the applicant at the public hearing, prior to approval of the final subdivision map, the developer shall provide the City with a check equal to the cost of a slurry seal of the internal public roads (square footage of the asphalt section of the road multiplied by the price per square foot that Carson City has negotiated with its seasonal provider) to the satisfaction of the public works director.”** Additionally, Staff will have “the same discussion with the Emerson [Cottages] developer.” **The motion was seconded by Supervisor Barrette.** Mayor Crowell entertained public comment.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 19

DRAFT

(1:17:50) – Supervisor Bonkowski expressed concern that the Board had set up a policy without his input due to his disclosure to abstain from discussion and vote. Mr. Yu clarified for the record that “any sort of a concept as being applied here to this [Tentative Subdivision Map] specifically cannot move forward as an officially or formally established City-wide policy with respect to the issue of private roads versus public roads” in relevance to developments. He also recommended amending the motion to remove the staff direction to notify the Emerson Cottages developer as it is beyond the scope of this agenda item as it is drafted currently. Mr. Yu advised the Board to “give careful consideration to this idea of splitting policy creation versus what we’re specifically doing here with regards to this TSM (Tentative Subdivision Map).” Mayor Crowell recommended making all roads public if there is no City-wide policy yet. Supervisor Giomi inquired whether a future agenda item could contain a policy discussion “that would also address the previous TSM,” which Mr. Yu called preferred and legally sound.

(1:21:50) – Under public comment, Supervisor Bonkowski reiterated his objection of moving away from the agenda item at hand with the inclusion of directing Staff to relay a policy matter to another developer. Supervisor Giomi offered to remove the last sentence of the motion and explained that he was trying to be fair to other developers.

(1:22:53) – Supervisor Giomi amended his motion by removing the [last sentence of the motion] directing Staff to have a discussion with the developers of Emerson Cottages. Supervisor Barrette seconded the amendment.

(1:24:20) – At Mayor Crowell’s request, Ms. Ferris restated the motion: [Supervisor Giomi moved] **to approve the Tentative Subdivision Map based on the ability to make the required findings in the affirmative and subject to the conditions of approval recommended by the Planning Commission, with the following changes: deleting condition 18, amending condition 27 to remove reference to private roads, and adding the following condition: “Per the condition volunteered by the applicant at the public hearing, prior to approval of the final subdivision map, the developer shall provide the City with a check equal to the cost of a slurry seal of the internal public roads (square footage of the asphalt section of the road multiplied by the price per square foot that Carson City has negotiated with its seasonal provider) to the satisfaction of the public works director.”**

(1:24:50) – Mayor Crowell stated that he would vote against the motion because he believed that there were no City standards in determining private or public roads.

RESULT:	APPROVED (3-1-1)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Barrette
AYES:	Supervisors Giomi, Barrette, Bagwell
NAYS:	Mayor Crowell
ABSTENTIONS:	Supervisor Bonkowski
ABSENT:	None

(1:26:25) – Mayor Crowell recessed the meeting at 1:26.

CARSON CITY BOARD OF SUPERVISORS
Minutes of the March 19, 2020 Meeting
Page 20

DRAFT

(1:31:38) – Mayor Crowell reconvened the meeting at 1:31 p.m.

24. BOARD OF SUPERVISORS – SPECIAL ITEMS

24.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RESOLUTION TO DECLARE A STATE OF EMERGENCY IN CARSON CITY IN RESPONSE TO THE CORONAVIRUS (COVID-19) PANDEMIC.

(1:31:41) – Mayor Crowell introduced the item. At Mayor Crowell’s request Carson City District Attorney Jason Woodbury reviewed the corresponding Nevada Revised Statute/Open Meeting Law provisions that allowed for the revised agenda. He also noted that if the Board of Supervisors adopts the resolution declaring a State of Emergency, the declaration would activate discretionary powers to the City Manager with the consent of the Carson City Sheriff. Mr. Woodbury read into the record the actions that may be taken by the City Manager (with the Sheriff’s consent). Mayor Crowell thanked all those who worked on the item.

(1:41:10) – Carson City Fire Chief and Emergency Management Director Sean Slamon introduced himself and Emergency Operations Center Incident Commander Jeanne Freeman. Mr. Slamon provided background on COVID-19 and the Department’s transition from a Department Operations Center to an Emergency Operations Center in the past week, partnering with Lyon County, Douglas County, and Storey County to form a Joint Operations Center. He described the activities of providing the most up-to-date information on the City’s website and on social media. Mr. Slamon also reviewed the process of assessing and responding to possible infection cases.

(1:45:41) – Ms. Freeman explained the directives that have been provided from the federal and State level and praised the quad-county coordination in declaring emergencies in each county and conveying the information. Mayor Crowell noted the declaration would assist local governments to explore State and federal resources. Supervisor Bonkowski recommended a correction to section 1.B of the resolution (to maintain pertinence and accuracy) and have it read: *Carson City has had no fatalities to date, but has identified 15 current cases of possible exposure to infection that the Carson City Department of Health and Human Services is tracking, and which could present a serious health risk to the population of roughly 60,000 persons permanently residing in Carson City.* Mr. Slamon advised the public not to panic and follow the Centers for Disease Control (CDC) guidelines, especially related to hand washing. He also discouraged citizens from stockpiling grocery store items. Mayor Crowell wished to provide the emergency hotline number to the public which Ms. Freeman read into the record, (775) 283-4789, staffed Monday through Friday, 8:00 a.m. until 4:30 p.m. Supervisor Giomi recommended calling a physician’s office rather than going there. Supervisor Bagwell noted that she had called stores to identify specific hours for seniors and inquired about non virus-related resources needed by the community. Ms. Freeman noted that they are working with different organizations to ensure information gets out. Mr. Slamon explained that the City/County-wide emergency declarations would provide appropriate resources and funds. Mayor Crowell entertained public comments.

(2:05:31) – Carson City Chamber of Commerce Executive Director Ronni Hannaman noted that the business community is “in a frenzy” and cited examples of closed businesses such as automobile dealers, the closure of which would result in lost tax revenue. Ms. Hannaman noted that the Chamber has been posting information on

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

its website; however, she expressed in disappointment in not having Carson City-specific daily newspapers because she believed many seniors are unable to read news online. She noted receiving many calls from businesses that are confused about essential versus non-essential status. Ms. Hannaman relayed many of the questions received by the Chamber and reiterated the confusion by many businesses adding, “the business community is really hurting.” Mayor Crowell acknowledged the impact of the emergency declaration including the effect it will have on the City’s budget. He also clarified for Ms. Hannaman that the City’s website has up to date information from the City’s standpoint, noting “we’re going to do our very best.” Ms. Hannaman thanked Ms. Paulson for posting on the Nextdoor application as well. Mayor Crowell entertained a motion.

(2:23:48) – Supervisor Giomi moved to adopt Resolution No. 2020-R-6 to declare a state of emergency with the proposed correction to item 1.B by Supervisor Bonkowski. The motion was seconded by Supervisor Barrette.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Barrette
AYES:	Supervisors Giomi, Barrette, Bagwell, Bonkowski, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

24.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTIVES AND RECOMMENDATIONS CONCERNING CARSON CITY DEPARTMENTAL AND STAFF FUNCTIONS AND FUNCTIONS IN CARSON CITY AS A CONSOLIDATED MUNICIPALITY IN RELATION TO THE EXERCISE OF EMERGENCY POWERS PURSUANT TO NRS CHAPTERS 244 AND 414 AND CCMC CHAPTER 6.02 FOR THE PURPOSE OF ENSURING THE HEALTH, SAFETY AND WELFARE IN CARSON CITY IN RESPONSE TO THE GLOBAL CORONAVIRUS (COVID-19) PANDEMIC.

(2:24:25) – Mayor Crowell introduced the item. Ms. Paulson noted that they would hear from different City and related representatives.

(2:25:06) – Jim Freed introduced himself as the Emergency Preparedness Coordinator at Carson Tahoe Health and updated the Board on Personal Protection Equipment (PPE) usage increases and the plans to conserve them. He also noted that most of the COVID-19 tests had negative results.

(2:27:40) – Maureen Aldrich introduced herself as a Carson Tahoe Health Epidemiologist and gave background on the epidemiology drive through, noting that they are serving established area patients at this point. Supervisor Giomi explained that most medical centers had established a drive through or similar initial screening processes. Mayor Crowell praised the Hospital and offered to escalate their issues as necessary.

(2:32:29) – Supervisor Bonkowski stated that he has been receiving calls from businesses such as manufacturers requesting a definition for “essential businesses.” He also acknowledged that while construction businesses are

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 22

DRAFT

open, questions had risen regarding inspections, etc. He requested discussions regarding budgets and employees (with and without benefits), and questioned why this declaration had not taken place the day before, like in many other counties. Supervisor Bonkowski recommended communicating future decisions in a more coordinated manner and questioned the status of future Board meetings, including in-person versus virtual meetings.

(2:37:27) – Supervisor Bagwell agreed with Supervisor Bonkowski’s concerns with the added request for a community bulletin board at grocery stores for better communication in lieu of the closed Library. Supervisor Giomi was in favor of the bulletin boards; however, not just in grocery stores. Ms. Freeman noted that they had been looking into utilizing services such as Meals on Wheels to disseminate information, but were cognizant of the fast-changing information. Supervisor Giomi inquired about changes in the voting process. Ms. Rowlett explained that she had been working closely with the Secretary of State’s Office to find alternatives to the current primary election process and offered to update the Board as soon as she had answers. Supervisor Barrette was in favor of virtual meetings.

(2:46:26) – Ms. Paulson reviewed the measures already taken by the City such as implementing telework directive as of Tuesday, March 17, 2020 to reduce the number of employees in physical offices at the same time. Employees performing essential functions will be reporting to their normal worksite, according to Ms. Paulson; however employees not performing essential functions and are unable to work from home have the option of either staying home and taking accrued leave, or reporting to work, adding that even though some buildings are closed to the public, the employees are still working inside. Ms. Paulson also noted that hourly employees such as those working at the swimming pool have been suspended; however, some may be able to switch to more essential functions should the need arise. She identified the buildings that are closed to the public as: Public Works administrative building, the Parks and Recreation Administrative building, the swimming pool, the Community Center, the Multipurpose Athletic Center, the pool, the Library, and the Senior Center. She also listed the following buildings as open but with restrictions: The Juvenile Services, City Hall, the Sheriff’s Department, the Public Safety Complex, the Health Department, the landfill, and the Jump Around Carson (JAC) buses. Mr. Schulz indicated that the JAC buses would be running to comply with federal grant terms. Supervisor Bonkowski agreed with the Governor’s decision not to shut down the transportation such as JAC buses, because many residents relied on them for their sole method of transportation.

(2:50:50) – Mr. Plemel indicated that even though the Community Development offices are closed, full-time Staff continue to process online permits and inspections have continued. He also noted that information is being communicated to the builders. Supervisor Giomi recommended communicating this information via frequently asked questions (FAQs). Mr. Slamon noted that the Fire Department’s inspections are going on as well. Ms. Paulson reported that her office is studying the second Coronavirus Relief Bill to understand how it affects the City employees. She also noted that the building closures are reported on the website, adding that to ensure message coordination, information is being funneled through the Joint Information Center.

(2:55:16) – Mr. Schulz explained that all Nevada communities have been requested to suspend water shutoff due to not paying a bill, per a State directive. He noted that this communication, in addition to notifying the public of the Public Works building closure, with employees being accessible via telephone, and the fact that the City’s water is safe to drink will be communicated to the public this afternoon. Supervisor Giomi wished to consider eliminating the penalties and late fees of unpaid utility bills. Mayor Crowell agreed with the recommendation.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

DRAFT

(2:59:01) – Supervisor Giomi moved to waive the interest and penalties of sewer, water, wastewater, and stormwater fees for a 90-day period, effective March 20, 2020. The motion was seconded by Supervisor Bonkowski. There were no public comments on the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Bonkowski
AYES:	Supervisors Giomi, Bonkowski, Bagwell, Barrette, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(3:00:06) – Ms. Paulson explained that they are working with a vendor to provide video or teleconferencing capabilities to the public. Mr. Yu clarified that the Board cannot exclude members of the public from attending a meeting at its physical location. Mr. Woodbury explained that a memorandum from the Attorney General’s Office, issued after the Governor’s emergency declaration, clearly indicated that public meeting would proceed as required by law and a location must be provided for the public to attend. Supervisor Giomi requested having legible and good PowerPoint presentations from the presenters. It was agreed to hold the next meeting in the Sierra Room while practicing social distancing. Supervisor Barrette preferred to meet via conference call to eliminate exposure.

(3:14:55) – Chief Financial Officer Sherri Russell stated that she would monitor the lowered interest rates and expected a \$387,000 decline in the City’s budget this year. Supervisor Bonkowski expected a 15 percent decline in the City’s budget and a 20-25 percent decline in the State’s budget. Supervisor Giomi recommended staying ahead of the curve and work through attrition instead of layoffs. Ms. Russell noted that the bonds will be refinances at a lower rate. Discussion ensued regarding a hiring freeze.

(3:19:01) – Supervisor Giomi moved to institute a hiring freeze without direct Board approval through the remainder of this fiscal year. The motion was seconded by Supervisor Bagwell.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Giomi, Bagwell, Barrette, Bonkowski, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(3:19:40) – Ms. Russell expected an ending fund balance of approximately \$9.5 million; however, they had conservatively budgeted for \$6.5 million.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 24

DRAFT

(3:21:26) – Supervisor Bonkowski moved to direct Staff to adjust the revenue figures from the FY 2021 budget from 2.5 percent positive to 7.5 percent negative growth in revenue. The motion was seconded by Supervisor Barrette. Discussion ensued about the budget submittal rates. Supervisor Bonkowski wished to amend his motion.

(3:23:40) – Supervisor Bonkowski moved to direct Staff to return to the April 16, 2020 meeting, with a recommendation for a worst-case scenario budget for both revenue and expenses. The motion was seconded by Supervisor Barrette.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bonkowski
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bonkowski, Barrette, Bagwell, Giomi, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(3:26:14) – At Supervisor Bonkowski’s request, Mr. Slamon clarified that staffing at the Emergency Operations Center (EOC) is driven by incident needs. Ms. Freeman updated the number of the infected individual and stated that the accurate number are 14 repatriated residents and one positive case within the quad county area; however, she indicated that those number would change. She also reviewed the updated testing processes. Carson City Health and Human Services Epidemiologist Dustin Boothe clarified that two confirmed cases were present in the quad-county area and that follow-up was being conducted with their contacts. Mr. Boothe confirmed that the commercial labs were reporting the test results statewide. At Mayor Crowell’s request, Mr. Yu explained that the essential and non-essential services had been defined by the Governor; however, if a certain business is not defined by the Governor, the local entities would make that decision. Supervisor Bagwell read the updated list which included logistics and supply chain operations. Mr. Yu noted that “somebody in the state has to address [the manufacturing question].” Ms. Paulson indicated that a new list was published which had indicated that construction and manufacturing, in addition to other businesses, were considered essential. Ms. Freeman noted that they were coordinating with local healthcare providers and ordering PPEs for them. The Board recommended having a contact list of providers in preparation for a call for service.

(3:52:20) – Supervisor Bagwell inquired about PPEs to the animal shelter and Mayor Crowell wished to understand how the homeless community was being handled. Ms. Paulson noted that hotels and homeless shelters were included in the Essential category. Supervisor Bonkowski believed that animal shelter employees were still responding to calls; therefore, they would have PPEs. Human Resources Director Melanie Bruketta requested waiving the hiring decision for two offers that were already sent and Supervisor Giomi noted that his motion did not include offers that had been sent out. Ms. Bruketta also requested an amendment to the hiring freeze motion to exclude police officers, alternative sentencing officers, dispatchers, general probation officers, juvenile probation officers, youth advisers, water, wastewater, and sewer operations employees remain exempt from the hiring freeze.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the March 19, 2020 Meeting

Page 25

DRAFT

(3:57:48) – Supervisor Giomi amended his motion to exempt police officers, alternative sentencing officers, dispatchers, general probation officers, juvenile probation officers, youth advisers, water, wastewater, and sewer operations employees from the hiring freeze. Mayor Crowell recommended leaving the decision up to the City Manager, per the emergency declaration. Supervisor Bonkowski recommended a different motion.

(4:00:00) – Supervisor Bonkowski moved to authorize the City Manager to have the ability to exempt certain critical positions from the hiring freeze. The motion was seconded by Supervisor Giomi.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Bonkowski
SECONDER:	Supervisor Giomi
AYES:	Supervisors Bonkowski, Giomi, Bagwell, Barrette, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(4:01:32) – Ms. Rowlett anticipated issues with having poll workers if a physical location is required for the primary elections. She also believed additional workers would be required for the general election. Supervisor Giomi recommended having this item on the next meeting agenda as well.

25. BOARD OF SUPERVISORS – NON-ACTION ITEMS

(4:03:38) – Mayor Crowell introduced the item. Supervisor Giomi noted that water was at 69 percent of normal. Mayor Crowell thanked members of the public and Staff for working together to solve the issues. He also recommended checking up on neighbors and relatives, especially those who live alone.

FUTURE AGENDA ITEMS

N/A

STATUS REVIEW OF PROJECTS

N/A

INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

N/A

CORRESPONDENCE TO THE BOARD OF SUPERVISORS

N/A

STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD

N/A

STAFF COMMENTS AND STATUS REPORT

N/A

CARSON CITY BOARD OF SUPERVISORS
Minutes of the March 19, 2020 Meeting
Page 26

DRAFT

26. PUBLIC COMMENT

(4:07:42) – Mayor Crowell entertained concluding public comments; however, none were forthcoming.

18. FOR POSSIBLE ACTION: TO ADJOURN

(4:07:57) – Mayor Crowell adjourned the meeting at 4:07 p.m.

The Minutes of the March 19, 2020 Carson City Board of Supervisors meeting are so approved this 16th day of April, 2020.

ROBERT CROWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk - Recorder