

CARSON CITY BOARD OF SUPERVISORS

Minutes of the April 2, 2020 Meeting

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, April 2, 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
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>.

The time stamps in the meeting minutes reflect the video recording time stamps.

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

(17:05) – Mayor Crowell called the meeting to order and read into the record the WebEx and phone participation guidelines incorporated into the agenda. He also thanked members of the public for their patience as new meeting procedures are being implemented to follow the social distancing guidelines. Ms. Warren called roll and a quorum was present. Ms. Paulson led the Pledge of Allegiance.

4. PUBLIC COMMENT

(19:33) – Mayor Crowell entertained public comments. Alex Dawers introduced himself as a local business owner and a member of the Carson City Planning Commission. Mr. Dawers noted that he was speaking “in the capacity of a citizen” regarding “the water pump station that’s going off of King Street, off of Derby Court specifically.” He noted that he had been absent when the Planning Commission had initially heard the item in June 2019; however, he became aware of the item in the last Commission meeting when a Special Use Permit was sought by the City “to raise the level of the roof.” Mr. Dawers wished to appeal to the City, the property owner, to look into it for the second time, noting its “poor location...behind someone’s yard.” He also noted that the notice to the neighbors had been “confusing”. He recommended that the Board “take a look at it for a second time” for a “good neighborly move.” Jim Rudd was introduced as the next commenter; however, he had left the videoconference. Mayor Crowell received clarification that the public was able to hear all the conversation in the Sierra Room.

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(25:09) – Carson City School District Superintendent Richard Stokes introduced himself and expressed interest in participating in discussions during later agenda items.

(27:39) – Reid and Joanna Kaiser introduced themselves. Ms. Kaiser stated that the reason for her comments were “to have the booster pump station either moved from directly behind our home, and/or have the height of the structure modified,” noting that the structure was directly behind and five feet above their fence line. Ms. Kaiser read into the record a letter she had sent to the Board in advance, and stated that the Planning Commission had denied the Special Use Permit for the increased height. She also recommended agendaing the item for discussion at a future Board meeting. Mayor Crowell thanked Ms. Kaiser and explained that the Board could not discuss the item at this time without violating the Open Meeting Law. He inquired and was informed that the Planning Commission’s decision had not yet been appealed. Ms. Kaiser clarified that the Planning Commission had discussed revoking the original permit; however, that had not been in their purview. The only outcome from the Planning Commission meeting had been to deny the additional height. Mayor Crowell thanked Ms. Kaiser.

(40:27) – Ms. Paulson reminded the audience that if they did not have any public comments, they could watch the meeting online from the City’s website instead of using WebEx. Several members who had joined the videoconference had dropped off.

5. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – FEBRUARY 20, 2020 AND MARCH 5, 2020

(49:44) – Mayor Crowell introduced the item. **Supervisor Bonkowski moved to approve the February 20, 2020 meeting minutes with two corrections in the evening session, Board of Supervisors and Carson City School Board joint meeting minutes. The motion was seconded by Supervisor Bagwell. Motion carried 5-0-0. Supervisor Bonkowski moved to approve the minutes of the March 5, 2020 Board of Supervisors meeting as presented. The motion was seconded by Supervisor Bagwell and carried 5-0-0.**

6. FOR POSSIBLE ACTION: ADOPTION OF AGENDA

(51:08) – Mayor Crowell introduced the item. Ms. Paulson stated that item 14.A had been added to discuss the various Coronavirus directives and related departmental updates. Mayor Crowell considered the agenda adopted. Supervisor Barrette stated that he had spoken with Carson City resident Michael Smith who had wished to weigh in on agenda item 13.A and had been advised to call at the beginning of the meeting. Mayor Crowell noted that he had had a similar conversation with Mr. Smith and had recommended he provide input during public comment at the end of the meeting, after the evidence had been heard.

CONSENT AGENDA

(52:41) – Mayor Crowell introduced the Consent Agenda and entertained requests to hear items separately; however, none were forthcoming. **Supervisor Bagwell moved to approve the consent agenda as published. Supervisor Giomi seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

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

7. FINANCE

7.A 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 20, 2020, PER NRS 251.030 AND NRS 354.290.

8. SHERIFF

8.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM THE SHERIFF'S OFFICE TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF JUSTICE FOR A FY 2020 LAW ENFORCEMENT - BASED VICTIM SPECIALIST PROGRAM GRANT, FOR AN AMOUNT NOT TO EXCEED \$90,000 TO FUND ONE FULL-TIME SHERIFF'S OFFICE VICTIM WITNESS COORDINATOR POSITION.

8.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM THE SHERIFF'S OFFICE TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF JUSTICE FOR A FY 2020 STATE OF NEVADA OFFICE OF THE ATTORNEY GENERAL VIOLENCE AGAINST WOMEN ACT "STOP" GRANT, FOR AN AMOUNT NOT TO EXCEED \$75,600 TO FUND ONE FULL-TIME SHERIFF'S OFFICE VICTIM WITNESS COORDINATOR POSITION.

8.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A COOPERATIVE AGREEMENT BETWEEN THE NEVADA DEPARTMENT OF PUBLIC SAFETY (DPS), THE CARSON CITY SHERIFF'S OFFICE (CCSO), AND THE DOUGLAS COUNTY SHERIFF'S OFFICE (DCSO) REGARDING ESTABLISHING PROCEDURES FOR A REGIONAL CRITICAL INCIDENT INVESTIGATION RESPONSE TEAM TO INVESTIGATE OFFICER INVOLVED SHOOTINGS AND OTHER MAJOR INCIDENTS.

9. TREASURER

9.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO POSTPONE THE REAL PROPERTY TAX SALE SET FOR APRIL 23, 2020 AND TO AUTHORIZE THE TREASURER TO SELECT A NEW DATE IN COORDINATION WITH THE CITY MANAGER.

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ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

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

No items were pulled from the consent agenda.

11. PUBLIC WORKS

11.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN EASEMENT AGREEMENT AND DEED GRANTING A NON-EXCLUSIVE ACCESS EASEMENT TO CARLOS AND HILARY MENDEGUIA, ACCEPTING THE DONATION IN FEE TITLE OF APPROXIMATELY 28,100 SQUARE FEET OF PROPERTY FOR A FUTURE PUBLIC TRAIL, ACCEPTING A PERMANENT EASEMENT AND RIGHT-OF-WAY FOR EXISTING UNDERGROUND RECLAIMED WATER FACILITIES, AND AGREEING TO GRANT AN EASEMENT TO SOUTHWEST GAS; REGARDING A GRANT OF EASEMENT TO SOUTHWEST GAS FOR THE INSTALLATION OF GAS SERVICE TO THE RESIDENCE OF CARLOS AND HILARY MENDEGUIA; AND REGARDING A LOT LINE ADJUSTMENT TO FACILITATE AND ACCEPT THE DONATION OF PROPERTY FOR THE FUTURE PUBLIC TRAIL.

(53:10) – Mayor Crowell introduced the item. City Engineer Dan Stucky gave background and presented the Staff Report and attached exhibits. He also noted for the record several corrections to the exhibits which would be made prior to recordation. Mr. Stucky explained that the Mendeguias were on the call and could respond to questions. Both Mr. Stucky and Ms. Paulson clarified for Supervisor Bagwell that the funding for the project fence will be provided through the Quality of Life fund. Supervisor Giomi received confirmation the access easement “isn’t being deeded to [the Mendeguias], it’s just an easement to be able to cross [the property].” Carlos Mendeguia confirmed via telephone that he was in agreement with the Staff Report and exhibits, as presented by Mr. Stucky. Mayor Crowell entertained public comments and when none were forthcoming, a motion.

(1:04:08) – Supervisor Giomi moved to approve the Easement Agreement and Deed with the Mendeguias and the Easement Deed grant to Southwest Gas with the changes read into the record by the City Engineer, and further authorize the City Engineer to complete the Lot Line Adjustment. Supervisor Bonkowski 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 Giomi
SECONDER:	Supervisor Bonkowski
AYES:	Supervisors Giomi, Bonkowski, Bagwell, Barrette, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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12. PURCHASING AND CONTRACTS

12.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF TWO NEW AMBULANCES FOR THE FIRE DEPARTMENT, UTILIZING JOINDER CONTRACT NO. AM10-18 THROUGH H-GACBUY, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$499,354.

(1:04:31) – Mayor Crowell introduced the item. Carson City Public Works Director Darren Schulz introduced himself and noted that members from the Carson City Fire Department and Fleet Services were also present outside the room to answer questions. Mr. Schulz presented the Staff Report, incorporated into the record, and clarified for Mayor Crowell that the boxes removed from the current vehicles will most likely be scrapped due to their age. Supervisor Giomi indicated the boxes had been in use for 18 years. In response to a question by Supervisor Bonkowski, Mr. Schulz explained that the budget augmentation was due to the fact that unspent ambulance funds carry over from previous years “until there is a capital need to get spent” at which time the funds move into a capital account. Mayor Crowell entertained public comments and when none were forthcoming, a motion.

(1:08:00) – Supervisor Bagwell moved to approve the purchase as presented. 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 Bagwell
SECONDER:	Supervisor Giomi
AYES:	Supervisors Bagwell, Giomi, Barrette, Bonkowski, and Mayor Crowell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

13. SHERIFF

13.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN AGREEMENT BETWEEN THE CARSON CITY SCHOOL DISTRICT AND CARSON CITY CONTINUING THE SCHOOL RESOURCE OFFICERS (SRO) PROGRAM AT THE SCHOOL DISTRICT, AND THROUGH WHICH THE CITY AND THE SCHOOL DISTRICT WILL SPLIT THE PERSONNEL COSTS OF THREE SROS, APPROXIMATELY \$430,438.81 FOR FY 2021.

(1:08:15) – Mayor Crowell introduced the item. Carson City Sheriff Ken Furlong noted that this discussion was a follow up to the joint Board meeting with the Carson City School Board. He gave background on need and indicated that the School Resource Officer (SRO) program was not new to Carson City, and the goal was to protect the City’s student population and faculty members. Sheriff Furlong reviewed a PowerPoint presentation and clarified for Mayor Crowell that the \$430,438.81 was the total cost which would be split between the City and the School District. He emphasized the need for the SROs in the middle schools as children transition from

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the elementary into the middle school system, impacting the most challenged students. Sheriff Furlong responded to clarifying questions by the Supervisors. Supervisor Giomi thanked the Sheriff for his presentation and requested that the reporting be done “at least annually” to both the School District and this Board, adding that truancy should be addressed by both the schools and the SROs. Supervisor Giomi recommended adding to page six of the Master SRO Interlocal Agreement a section called SRO Program Reporting which will state: “The parties agree to describe program effectiveness by providing an annual report to be presented to the Carson City School Board and the Carson City Board of Supervisors at either a joint meeting or during individual meetings.”

(1:46:50) – Supervisor Barrette requested background on the program funding. Ms. Paulson explained that the program was funded through the General Fund. Sheriff Furlong explained the challenges of the reporting mechanism noting that the end of the school year timeframe does not allow the Sheriff’s Office to collect a lot of the information. Supervisor Giomi recommended that Staff change the end of the school year joint meeting date to August or September (followed by the next meeting six months later) which would give the Sheriff’s Office time to analyze the data. Supervisor Bagwell thanked Sheriff Furlong for providing the data which she believed was “completely necessary for the public to understand the need for the program.” She also suggested that the District Attorney’s Office revise the Information Sharing section to include the Board of Supervisors as she believed the language as written implied that the information was shared between the SROs, the Sheriff’s Office, and the School District.

(1:53:17) – Mr. Yu clarified “this provision relates to the two parties of the agreement...the governing body of Carson City (which is this Board) also the School District” noting that the shared information will be provided to both parties. He also was in favor of adding the clarifying language suggested by Supervisor Giomi. In response to a question by Supervisor Bonkowski regarding active shooter situations, Sheriff Furlong stated that all School Resource Officers were equipped to respond to any incident on or off campus, in addition to all the patrol divisions, and they were as prepared as the patrol officers. Mr. Yu assured the Board that any modifications to the agreement will meet all confidentiality requirements, especially those relating to juvenile information. Supervisor Bagwell received confirmation from Sheriff Furlong that the agreement will also apply to the two SROs currently funded by a grant to the School District and “to however many more we ever authorize for the program.” There were no public comments. Mayor Crowell entertained a motion.

(1:59:20) – Supervisor Giomi moved to approve the agreement as presented, with the direction to Staff to add language in the appropriate location of the agreement to allow for annual reporting to the governing bodies. The motion was seconded by Supervisor Bagwell.

(1:59:52) – Mayor Crowell entertained discussion on the motion. Supervisor Barrette noted his initial concern regarding the cost of the program; however, he would vote for the motion because he believed that the public should understand the “costs [that] you cannot quantify and that you’ll never see.” Sheriff Furlong praised the relationship between his office and Superintendent Stokes, especially relating to the exchange of information in a recent shooting incident. Superintendent Stokes expressed appreciation to the SRO program, adding that the teachers, student, and parents feel safer because of the program. He also commended the working relationship he had with the Sheriff. Mayor Crowell called for a vote.

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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. BOARD OF SUPERVISORS – SPECIAL ITEM

14.A 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.

(2:06:27) – Mayor Crowell introduced the item. Ms. Paulson updated the Board on the recent developments since the Governor’s latest emergency directive. She noted that the City’s telework policy had been extended until April 30, 2020 adding that the City Manager’s Office, in conjunction with the Human Resources Department and the District Attorney’s Office, had been working on policies and procedures for a Families First Coronavirus Response Act. She also outlined various activities such as the processing of the unemployment claims, working with the Porter Group regarding the relief acts by the federal government, the information dissemination process through the Culture and Tourism Authority and the Chamber of Commerce, and keeping the City’s website current. Ms. Paulson also recognized the District Attorney’s and the Sheriff’s Offices for their work on implementing what were considered essential businesses and the City’s Information Technology Department for implementing video conferencing and work from home capabilities. She noted that the Courthouse was open; however, the daily counts had been reduced. Ms. Paulson stated that it was “business as usual” in the Public Works Department with some employees working from home. She announced that the South Carson Street Project was ahead of schedule due to reduced traffic.

(2:11:08) – Ms. Paulson indicated that although the Community Development Department was closed to walk-in services, building inspections were being conducted, and the business licenses were being implemented. She announced that the Senior Center was serving 80-100 “to go” meals daily. Mayor Crowell recommended “a little more information coming out of [the Department of] Health” especially testing information to the Board. Ms. Paulson noted that the website will now contain recovery information as well. She also informed Mayor Crowell that the budget discussion would take place in the next meeting to receive direction from the Board. Supervisor Bonkowski requested recommendations from department heads on Capital Improvement Projects that have been scheduled but not yet started. Supervisor Giomi noted that he had received a call regarding certain jurisdictions that had allowed, under emergency regulations, the sale of liquor as part of takeout or curbside food pickup at restaurants and wished to have a future discussion. Discussion ensued regarding the interpretations of the emergency regulations issued by the State, especially regarding auto dealerships, and Mr. Yu offered to look into

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whether the sales side could operate in a similar fashion to the service side. Supervisor Barrette recommended sheltering in place.

Mayor Crowell recessed the meeting at 11:04 a.m.

Mayor Crowell reconvened the meeting at 11:12 a.m.

(2:42:49) – Deputy Emergency Manager Tom Raw introduced himself and provided an update on the Quad County Emergency Operations Center (EOC) involving Carson City, Lyon, Douglas, and Storey Counties. He also highlighted the coordination with the State EOC. Mr. Raw discussed the donation and distribution of medical supplies and called it a model program watched by the State. He also noted that all donations had been catalogued by the Salvation Army and noted that Board members could visit the EOC provided social distancing is practiced.

(2:49:27) – Health and Human Services Director Nicki Aaker noted the shortage of testing materials and the testing process which followed the Centers for Disease Control (CDC) criteria. She also gave an update on the Personal Protective Equipment (PPE) availability, noting that the local hospitals had been “resourceful” in PPE use. Supervisor Giomi explained that as private nonprofit healthcare providers they had experienced shortages in PPE equipment as well. Both Ms. Aaker and Supervisor Giomi explained that the call centers must be utilized at first, prior to walking in to be tested. Mr. Raw noted that they received PPEs through the State EOC. Discussion ensued regarding ordering and availability and Mr. Raw provided the supply chain process of ordering from manufacturers and the availability of the equipment. Mayor Crowell requested information on the number of masks and other equipment available on a daily basis. Mr. Raw also discussed the Joint Information Center daily press release distribution process and Mayor Crowell wished to see further detail provided daily to the Board, regarding the PPE count and the testing information. Ms. Aaker noted that they only receive positive test result information. Supervisor Giomi suggested requesting a daily test count from all test labs and providers. Ms. Aaker also responded to Supervisor Bonkowski’s question by stating that the Healthcare Coalition, formed prior to the COVID 19 pandemic, allows any healthcare provider to participate in information sharing and confirmed that they would request the information which the Board wished to see. Supervisor Bonkowski was informed that the EOC has consolidated the PPE ordering system.

(2:23:30) – Ms. Aaker encouraged everyone to take precautionary measures to protect themselves and she stated that the Department of Health and Human Services (DHHS) had established a single point of entry and they were checking temperatures prior to entering the buildings. Supervisor Bonkowski recommended everyone take personal responsibility in protecting others as well and Supervisor Giomi reminded everyone that exposure takes healthcare providers out of doing their jobs and encouraged telehealth visits instead of going to a clinic to reduce exposure. Mr. Raw also noted that the Fire Department was following the temperature checks and other protective measures. Ms. Aaker encouraged households to devise a plan on how to deal with an exposed member. Mayor Crowell thanked Ms. Aaker and Mr. Raw and reiterated the Board’s request for the additional information outlined above.

Supervisor Bonkowski wished to inform the public on what happens once an individual is tested positive. Ms. Aaker noted that the first step will be to trace the person’s contacts and request their self-isolation for 14 days. Additionally, the positive individuals are monitored daily and social assistance is provided as needed. She also discussed Health Insurance Portability and Accountability Act (HIPAA) laws in terms of disclosing those who

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are tested positive, adding that the individuals would have to notify their employers or landlords themselves. Supervisor Barrette was informed that test results were received in one or two days. Mr. Raw clarified that anyone tested would be instructed to isolate until the results are available. Supervisor Bagwell was informed that recovery would entail a person previously tested positive would have a negative test result. Ms. Aaker noted that some recoveries may take longer than 14 days. She also wished to inform the public that they do have test kits to perform testing. Mayor Crowell recommended setting up a written protocol on whether physicians call the DHHS hotline or the hospital first should a patient experience COVID 19 symptoms. He also noted that he had just received an email confirming that auto dealers could sell vehicles off their lots.

15. BOARD OF SUPERVISORS – NON-ACTION ITEMS

(3:55:55) – Supervisor Bonkowski reminded all residents to fill out their U.S. Census forms. Mr. Yu discussed the complexities of interpreting the emergency regulation language. He also clarified for the record that “state and local licenses and business permits are extended for 90 days from the current expiration date” or 90 days from the date of lifting the emergency declaration, whichever is later, with the caveat that it is caused by the reduction of governmental services. Mr. Yu also noted that the due dates of annual state business renewal fees had been extended for an additional 60 days from the date of the emergency being lifted. Supervisor Bagwell inquired about expiring disabled parking permits and Mr. Yu recommended not taking action until he confers with the District Attorney and offered to look into the communications channels available to convey the information to the Governor’s Office. Supervisor Giomi requested that some of the flashing lights still operating near schools get turned off by Public Works.

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

16. PUBLIC COMMENT

(4:10:53) – Mayor Crowell entertained concluding public comments; however, none were forthcoming.

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17. FOR POSSIBLE ACTION: TO ADJOURN

(4:12:13) – Mayor Crowell adjourned the meeting at 12:42 p.m.

The Minutes of the April 2, 2020 Carson City Board of Supervisors meeting are so approved this 7th day of May, 2020.

ROBERT CROWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk - Recorder