

CARSON CITY BOARD OF SUPERVISORS

Minutes of the December 17, 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, December 17, 2020 in the Community Center Bob Boldrick Theater, 851 East William Street, Carson City, Nevada.

PRESENT:

Acting Mayor Brad Bonkowski
Supervisor Stacey Giomi, Ward 1
Supervisor Lori Bagwell, Ward 3
Supervisor John Barrette, Ward 4

STAFF:

Nancy Paulson, City Manager
Aubrey Rowlett, 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

(8:32:43) – Acting Mayor Bonkowski called the meeting to order at 8:32 a.m. Ms. Rowlett called roll and a quorum was present. Nick Emery, Hope Crossing Community Church Pastor, provided the invocation and led the Pledge of Allegiance. At the request of Acting Mayor Bonkowski, the Board observed a moment of silence in memory of late Mayor Bob Crowell, noting that this would have been his last meeting as mayor.

5. PUBLIC COMMENT

(8:35:06) – Acting Mayor Bonkowski entertained public comments. Mallory Wilson thanked Acting Mayor Bonkowski for serving on the Board of Supervisors for the past eight years and “to let you know just how fortunate you are as citizens of Carson City to have had Brad on your team.” Andie Wilson introduced herself as “[Acting Mayor Bonkowski's] biggest supporter and his loudest critic.” She also thanked him for stepping up and serving as Acting Mayor in the midst of a pandemic, making “Mayor Bob proud.” Ms. Wilson also noted the patience with which the Acting Mayor responded to citizens' comments, after doing “a lot of research.”

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – NOVEMBER 19, 2020

(8:39:25) – Acting Mayor Bonkowski introduced the item and entertained changes, corrections, and/or a motion.

(8:39:35) – Supervisor Bagwell moved to approve the minutes of the November 19, 2020 meeting with two previously submitted typographical corrections. Supervisor Barrette seconded the motion which carried 4-0-0.

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7. FOR POSSIBLE ACTION: ADOPTION OF AGENDA

(8:40:00) – Acting Mayor Bonkowski introduced the item. Ms. Paulson and the Supervisors indicated they had no additional changes. Acting Mayor Bonkowski considered the agenda adopted as published.

CONSENT AGENDA

(8:40:18) – Acting Mayor Bonkowski introduced the item. There were no requests to pull items from the consent agenda. Acting Mayor Bonkowski entertained a motion.

(8:40:24) – Supervisor Bagwell moved to approve the Consent Agenda as published. Supervisor Barrette seconded the motion.

RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bagwell, Barrette, Giomi, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

8. CITY MANAGER

8.A 8.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 NOVEMBER 7, 2020 THROUGH DECEMBER 4, 2020. (NANCY PAULSON, NPAULSON@CARSON.ORG)

8.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE REAPPOINTMENT OF DOUG MARTIN TO THE NEVADA TAHOE CONSERVATION DISTRICT ("NTCD") FOR A TWO-YEAR TERM ENDING ON DECEMBER 31, 2022.

9. FINANCE

9.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 DECEMBER 4, 2020, PER NRS 251.030 AND NRS 354.290.

10. PURCHASING AND CONTRACTS

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10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT NO. 3 TO THE CONTRACT PREVIOUSLY ENTERED INTO AS A JOINDER CONTRACT THROUGH THE STATE OF NEVADA RFP / CONTRACT #3273, FOR THE PURCHASE OF ONE ADDITIONAL BODY WORN CAMERA SYSTEM AND ONE LICENSE THROUGH AXON ENTERPRISE, INC., FOR AN ADDITIONAL AMOUNT OF \$2,187.87 OVER THE THREE YEARS REMAINING ON THE ORIGINAL FIVE-YEAR CONTRACT TO BE FUNDED FROM THE 911 SURCHARGE FUND.

10.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT NO. 1 TO CONTRACT NO. 1819-149 TO EXTEND THE APPOINTMENT OF SUSAN PINTAR, M.D., AS THE CARSON CITY COUNTY HEALTH OFFICER THROUGH FEBRUARY 28, 2021 FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$5,000 TO BE PAID IN TWO EQUAL PAYMENTS AND TO BE FUNDED FROM THE HEALTH ADMINISTRATION PROFESSIONAL SERVICES ACCOUNT IN THE GENERAL FUND AS PROVIDED IN FISCAL YEAR ("FY") 2021.

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

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

No items were pulled from the Consent Agenda.

12. RECESS AS BOARD OF SUPERVISORS

(8:40:48) – Acting Mayor Bonkowski recessed the Board of Supervisors meeting.

BOARD OF HEALTH

13. CALL TO ORDER & ROLL CALL - BOARD OF HEALTH

(8:41:23) – Chairperson Pintar called the meeting to order. Roll was called and a quorum consisting of Chairperson Susan Pintar, Vice Chairperson Stacey Giomi, Members Lori Bagwell, John Barrette, Brad Bonkowski, and Sheriff Ken Furlong was present.

14. PUBLIC COMMENT

(8:41:48) – Chairperson Pintar entertained public comments; however, none were forthcoming.

15. FOR POSSIBLE ACTION: APPROVAL OF MINUTES - OCTOBER 15, 2020

(8:42:04) – Chairperson Pintar introduced the item and entertained changes, corrections, or a motion.

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(8:42:12) – Member Bonkowski moved to approve the minutes the October 15, 2020 meeting as presented. The motion was seconded by Member Bagwell and carried 6-0-0.

16. HEALTH AND HUMAN SERVICES

16.A FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION BY REPRESENTATIVES FROM THE CARSON CITY SCHOOL DISTRICT ("CCSD") REGARDING EDUCATION EFFORTS IN THE SCHOOL DISTRICT DURING THE COVID-19 PANDEMIC.

(8:42:36) – Chairperson Pintar introduced the item. Carson City Health and Human Services (CCHHS) Director Nicki Aaker acknowledged the presence of Carson City School District (CCSD) Superintendent Richard Stokes via WebEx. Mr. Stokes was appreciative of the support he had received from the City and he provided an update on the CCSD's utilization of the Coronavirus Aid, Relief, and Economic Security (CARES) Act fund. He informed the Board on the collaborative efforts between CCSD and CCHHS to provide a safe environment for students as well. He also gave an update on the virtual and in-person learning taking place and the safety measures taken by the CCSD to ensure a sanitized and socially distanced environment. Chairperson Pintar thanked Mr. Stokes for his presentation and comments. This item was not agendized for action.

16.B FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION REGARDING COLLABORATIVE EFFORTS BETWEEN THE CARSON CITY SCHOOL DISTRICT ("CCSD") AND CARSON CITY HEALTH AND HUMAN SERVICES ("CCHHS") ON MATTERS INVOLVING ILLNESSES RELATING TO COVID-19, INCLUDING, BUT NOT LIMITED TO, THE INVESTIGATION PROCESS AND OUTREACH EFFORTS TO PROVIDE STUDENTS WITH A SAFE LEARNING ENVIRONMENT.

(9:02:47) – Chairperson Pintar introduced the item. Ms. Aaker introduced Jeanne Freeman, Public Health Preparedness Manager. Ms. Freeman thanked the CCSD for their cooperation and gave an update on the collaborative Weekly School District Pandemic meetings with the CCSD, Douglas, Lyon and Storey Counties' school districts to discuss public health matters. Ms. Freeman introduced the new Schools Liaison, Tara Barnett. Ms. Barnett gave background on her responsibilities at CCHHS and with CCSD. Chairperson Pintar was informed that Ms. Barnett's position was funded through Spring 2022. Ms. Aaker noted that Ms. Barnett was from the University of Nevada, Reno and "is part of the contract that we will be discussing later in the meeting." This item was not agendized for action.

16.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED ACCEPTANCE OF THE REPORT OF NICKI AAKER, DIRECTOR OF THE CARSON CITY DEPARTMENT OF HEALTH AND HUMAN SERVICES ("CCHHS").

(9:08:27) – Chairperson Pintar introduced the item. Ms. Aaker presented the Staff Report and accompanying documentation, incorporated into the record, which included the Calendar of Meetings and Events for the Carson City Board of Health. She highlighted the following: the Columbia Suicide Screening Tool "Train the Trainer" training, public health legislative efforts and legislative bill draft requests, and the re-accreditation efforts which would be done virtually this year. Ms. Aaker also introduced Tobacco Prevention Program Coordinator Azucena

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Ledezma Rubio who provided the Board with an update on the bill draft request AB59, which proposes raising the tobacco purchase age from 18 to 21. She also responded to clarifying questions.

(9:21:31) – Ms. Freeman provided the following COVID-19 updates for November 29-December 12, 2020 and responded to clarifying questions:

- 2,496 new cases (an 11 percent decrease from the previous two-week period) in the Quad County region.
- 1,362 new cases (a five percent increase from the previous two-week period and 55 percent of all Quad County cases) in Carson City.
- 97 new cases were reported each day in Carson City.
- Average age in Carson City was 47 years old.
- Prison-related cases comprised 33 percent of the Carson City cases, and the remainder of the cases were:
 - 39 percent were community-related
 - Facility (long-term care, nursing home, and medical support providers) and work-related cases followed the community- related exposures.
- An increase in school cases was also seen.
- There were outbreaks at six locations.

(9:30:25) – Member Bagwell recommended watching for cases after the end of the two-week payroll protection period on December 31, 2020. Ms. Freeman also noted that the Carson Tahoe Hospital had experienced a surge in patients, not all of which were COVID-19 related. Member Bagwell relayed concerns from citizens who had postponed their surgeries, yet were still in pain and some were receiving opiates to relieve their pain. Chairperson Pintar believed the shortage was in staffing. Ms. Freeman praised the CCHHS partnership with the City’s Information Technology department to create the “Results Portal” which had been well-received, with over 9,300 interactions in the first week. She also noted that they would follow the State vaccination guidelines and explained that Carson Tahoe Hospital had received the vaccines and that their Staff would be vaccinated. She also updated the Board on the vaccine availability to long-term care workers and eventually to the general public. In response to a question by Member Bonkowski, Ms. Freeman clarified that they or the public are unable to select which vaccine they will receive at this time, as it will be based on availability in the State. She also noted that the recipients of the vaccine will be given an information sheet by the manufacturer that is provided at the time of vaccination. Chairperson Pintar offered to provide community groups her presentation on vaccinations, adding that two other vaccine types are in the works.

(9:52:01) – Ms. Aaker clarified that the Results Portal was for tests done with CCHHS and that the documentation is not provided to other agencies. She also reminded everyone that the testing will continue as a separate event while rolling out the vaccines. Chairperson Pintar clarified that vaccinations could occur two weeks after being diagnosed with COVID-19, based on availability; however, patients could wait 90 days after the diagnosis. Ms. Freeman thanked all the City departments who had assisted CCHHS in the past six weeks, and the health care agencies within the community who had done the same. Ms. Aaker also reviewed the Board of Health Calendar of Events, incorporated into the record, and invited the incoming Board to attend them. Chairperson Pintar entertained additional comments or questions and when none were forthcoming, a motion.

(9:59:17) – Member Bagwell moved to accept the Director’s report. Vice Chair Giomi seconded the motion.

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RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Giomi
AYES:	Supervisors Bagwell, Giomi, Barrette, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

17. PUBLIC COMMENT

(9:59:43) – Chairperson Pintar entertained public comments; however, none were forthcoming.

(9:59:53) – Member Bagwell noted that this was Chairperson Pintar’s last meeting and thanked her “for being so active in the community” and providing the public with presentations and information on how they can have better health. Chairperson Pintar stated “it’s been an honor to [have been] the Public Health Officer for 10 plus years” and noted her appreciation for the opportunity. Member Barrette thanked Chairperson Pintar, Ms. Aaker, and the CCHHS Staff for “a wonderful job during this difficult time.” He also stressed the importance of contact tracing, calling it a “key to being proactive.”

18. FOR POSSIBLE ACTION: TO ADJOURN AS THE BOARD OF HEALTH

(10:02:01) – Chairperson Pintar adjourned the meeting at 10:02 a.m.

19. RECONVENE AS THE BOARD OF SUPERVISORS

(10:02:04) – Acting Mayor Bonkowski reconvened the Board of Supervisors meeting and recessed it until 10:08 a.m.

20. Health and Human Services

20.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED INTERLOCAL CONTRACT BETWEEN THE STATE OF NEVADA, THROUGH ITS DIVISION OF PUBLIC AND BEHAVIORAL HEALTH OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, AND CARSON CITY, THROUGH ITS DEPARTMENT OF HEALTH AND HUMAN SERVICES ("CCHHS"), FOR THE INTEGRATION OF TWO COMMUNITY RESILIENCE AMBASSADORS INTO CARSON CITY'S COVID-19 RESPONSE EFFORTS TO PROVIDE CRISIS COUNSELING TO THE COMMUNITY THROUGH MAY 29, 2022 FOR NO MONETARY COMPENSATION.

(10:08:30) – Acting Mayor Bonkowski reconvened the meeting and introduced the item. Ms. Aaker presented the Staff Report, the draft contract, and late material, all of which are incorporated into the record. She also discussed the following revisions:

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- The address on page one of the contract will change to the City Hall address [201 North Carson Street, Suite 2] and the contact name, phone number, and email address will reflect that of the City Manager, Nancy Paulson.
- Page five will have Carson City as Public Agency #2 and will be signed by [Acting Mayor] Brad Bonkowski.
- On page eight of the contract, the following correction will be made: *The Division of Public and Behavioral Health will provide up to ~~one~~ two (2) community Resilience Ambassador to be embedded within the Carson City Health and Human Services to provide eligible services.*
- On page nine of the contract, the following correction will be made: *Actively participate with the State's CCP Program by embedding Crisis Counselors ~~into the COVID-19 process on-site~~ and providing a workstation following COVID-19 protocols.*
- Also, on page nine of the contract, the following correction will be made: *Provide laptops and internet access for Crisis Counselors until ~~August 29, 2020~~ May 29, 2022.*
- On page 10 of the contract, the following correction will be made: *Provide the mental health training and engagement ~~self-health~~ with Crisis Counselor.*

(10:11:58) – Ms. Aaker noted that the ambassadors will not be required to work on-site; however, they will be given City computers for their work. Acting Mayor Bonkowski entertained Board comments and when none were forthcoming, a motion.

(10:13:01) – Supervisor Bagwell moved to approve, and authorize the Acting Mayor to sign the contract as amended on the record. The motion was seconded by Supervisor Barrette.

RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bagwell, Barrette, Giomi, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

21. BOARD OF SUPERVISORS

21.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTIVES AND RECOMMENDATIONS CONCERNING CARSON CITY DEPARTMENTAL AND STAFF 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.

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(10:14:04) – Acting Mayor Bonkowski introduced the item. Ms. Paulson provided an update on the City’s COVID-19 Task Force activities, highlighting the meetings every Friday. She also noted that bilingual (English and Spanish) information to promote safe holiday gatherings have been provided to the public.

(10:55:46) – Ms. Hicks explained that a \$300,000 order for personal protection equipment (PPE) and sanitation supplies had been placed for use by the City and local businesses. She also announced the hiring of COVID19 Education and Compliance Officer Rob Rikalow who will “assist [Carson City] businesses with compliance through education and consultation.” Ms. Hicks noted that as a result, the City’s compliance rate was at 92 percent and the City had experienced an increase in PPE supply requests. She also clarified that the COVID-19 testing would take place at the Corporate Yard and not at the Public Works Department, and advised the public to use the designated testing entrance which is accessed via Airport Road (549 Airport Road). Acting Mayor Bonkowski noted that he had received positive feedback on Mr. Rikalow’s visits. Ms. Paulson announced that during the State COVID-19 meeting she had been informed that the Carson City compliance rate was at 100%.

(10:18:10) – Supervisor Bagwell was informed that a different vendor had been selected for the one-gallon hand sanitizer and that the existing ones would be swapped out when the new ones arrived. There were no additional Board comments and Acting Mayor Bonkowski noted that this item did not require action.

21.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED EMERGENCY ORDINANCE ESTABLISHING A MORATORIUM ON THE COLLECTION OF FEES FOR THE RENEWAL OF A BUSINESS LICENSE.

THIS ORDINANCE MUST BE ADOPTED BY UNANIMOUS VOTE OF THE BOARD OF SUPERVISORS.

(10:19:17) – Acting Mayor Bonkowski introduced the item. Ms. Paulson gave background and reviewed the agenda materials comprising the Staff Report and the proposed Emergency Ordinance to establish a moratorium on the collection of business license renewal fees for the 2021 calendar year. Acting Mayor Bonkowski entertained a motion.

(10:20:55) – Supervisor Giomi moved to adopt Bill No. 116, Ordinance No. 2020-16. The motion was seconded by Supervisor Barrette.

(10:21:10) – Supervisor Bagwell provided an explanation for her vote against the Ordinance via a written statement which is incorporated into the record. Supervisor Barrette also clarified his vote for the Ordinance noting that it was not “being done impulsively.” He also believed that the federal government was not providing help to small businesses. Acting Mayor Bonkowski explained that any relief provided to small businesses was helpful. He also called for the vote.

RESULT:	FAILED (3-1-0) [adoption must be by unanimous vote]
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Barrette
AYES:	Supervisors Giomi, Barrette, and Acting Mayor Bonkowski
NAYS:	Supervisor Bagwell
ABSTENTIONS:	None
ABSENT:	None

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22. PURCHASING AND CONTRACTS

22.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED SERVICE AGREEMENT BETWEEN THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF THE UNIVERSITY OF NEVADA, RENO ("UNR") AND CARSON CITY ON BEHALF OF THE CARSON CITY DEPARTMENT OF HEALTH AND HUMAN SERVICES ("CCHHS") FOR COVID-19 RESPONSE STAFF, TO BE EFFECTIVE DECEMBER 31, 2020 THROUGH JUNE 30, 2022 FOR AN AMOUNT NOT TO EXCEED \$1,375,846.75 TO BE FUNDED FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION ("CDC") EPIDEMIOLOGY AND LABORATORY CAPACITY FOR INFECTIOUS DISEASES GRANT.

(10:28:38) – Acting Mayor Bonkowski introduced the item. Ms. Aaker gave background and presented the Staff Report, the attached agreement, and the CCHHS COVID-19 Contact Tracing, Disease Investigation, and Testing Continuation Project Budget for December 31, 2020 until June 30, 2022, all of which are incorporated into the record. She also noted the following changes in the agreement:

- On page 1: *This Service Agreement ("Agreement") is entered into and is effective as of December 31, 2020, by and between Carson City, a consolidated municipality and political subdivision of the State of Nevada, obo Carson City Health and Human Services, a city governmental agency, having its principal place of business at 900 E. Long Street; Carson City, NV 89706, ("Sponsor") and the Board of Regents of the Nevada System of Higher Education ("NSHE"), obo the University of Nevada, Reno, an institution of higher education of the State of Nevada, ("University") having its principal place of business at 1664 North Virginia Street, Reno, NV 89557.*
- On page 2: *4.2 Supervision by University. The person with primary responsibility for supervision of the performance of the Services on behalf of University shall be Gerold Dermid. No other person shall replace or substitute for him/her in the supervisory responsibilities hereunder without the prior written approval of University, which may be granted or withheld at University's sole discretion.*

(10:33:28) – In response to a question by Supervisor Bagwell, Ms. Aaker explained that CCHS would still be working on contact tracing after the deployment of the vaccine, since not everyone would be vaccinated and the agreement timeline would correspond with the Epidemiology and Laboratory Capacity (ELC) grant. She also noted that contact tracing would happen with every reportable communicable disease, defined by Nevada Revised Statute (NRS). Ms. Aaker informed Supervisor Giomi who inquired about utilizing the Staff for non-COVID-19 related work "there is a possibility that if we need to, we can [modify] that grant...there's going to be a lot of cleanup." There were no other questions or comments; therefore, Acting Mayor Bonkowski entertained a motion.

(10:37:11) – Supervisor Giomi moved to approve the grant with the changes read into the record. The motion was seconded by Supervisor Barrette.

RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Barrette
AYES:	Supervisors Giomi, Barrette, Bagwell, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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(10:37:33) – Ms. Aaker thanked Acting Mayor Bonkowski and Supervisor Barrette for their service and for their support of THE CCHHS and the community.

22.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN INTERLOCAL AGREEMENT (“AGREEMENT”) BETWEEN CARSON CITY ON BEHALF OF THE SHERIFF’S OFFICE AND CORONER (“CCSO”) AND WASHOE COUNTY ON BEHALF OF THE WASHOE COUNTY REGIONAL MEDICAL EXAMINER’S OFFICE (“WCRMEO”) FOR FORENSIC PATHOLOGY SERVICES, WITH A RETROACTIVE EFFECTIVE DATE OF JULY 1, 2020 THROUGH JUNE 30, 2023, FOR A NOT TO EXCEED ANNUAL AMOUNT OF \$148,500.00 AND A NOT TO EXCEED TOTAL AGGREGATE AMOUNT OF \$445,500 TO BE FUNDED FROM THE GENERAL FUND PROFESSIONAL SERVICES/AUTOPSIES ACCOUNT.

(10:08:09) – Acting Mayor Bonkowski introduced the item. Ms. Akers presented the Staff Report and responded to clarifying questions. Acting Mayor Bonkowski entertained questions or comments and when none were forthcoming, a motion.

(10:40:02) – Supervisor Bagwell moved to approve the agreement as presented. The motion was seconded by Supervisor Barrette.

RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bagwell, Barrette, Giomi, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

23. FINANCE

23.A FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION ON FINANCIAL HIGHLIGHTS OF THE CURRENT YEAR COMPREHENSIVE ANNUAL FINANCIAL REPORT ("CAFR") BY CARSON CITY STAFF, AND INFORMATION FROM BDO USA, LLP ("BDO") RELATING TO THEIR AUDIT PROCEDURES AND THE RESULTS OF THOSE PROCEDURES CONCERNING THE CARSON CITY CAFR FOR THE FISCAL YEAR ENDED JUNE 30, 2020.

(10:40:18) – Acting Mayor Bonkowski introduced the item. Ms. Russell introduced audit directors Ralph Piercy and Chris Farthing, and audit partner Randy Watkins of BDO USA, LLP. She also thanked the Finance Department for meeting the challenges of remote auditing. Ms. Russell highlighted several sections of the PowerPoint presentation Titled Carson City Nevada Comprehensive Annual Financial Report [CAFR] for FY 2020 (until June 30, 2020), incorporated into the record, noting the receipt of an “unqualified opinion [from BDO]” which she called “the highest level of assurance they are afforded to give us.” She also responded to qualifying questions by the Board.

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(10:55:10) – Mr. Piercy briefed the Board on the audit process based on the deployment of the new ERP software. Mr. Watkins discussed the merger of ACM and BDO and thanked Ms. Russell and her Staff for their efforts. Mr. Farthing reviewed the audit report, incorporated into the record, content including the corrected and uncorrected adjustments. Ms. Russell reminded the Board that this item was for discussion only and that the report approval was agendized as item 23.B.

(11:17:18) – Supervisor Bagwell commented that based on the City’s 10-year audit history, this year’s debt had been the lowest. She also invited Carson City Assessor Dave Dawley to provide an explanation on the commercial/industrial tax values. Mr. Dawley clarified that the land values were difficult to base on one sale, and that due to the COVID-19 pandemic, the City had frozen all the commercial and industrial land values because “we don’t know what’s going to happen with the market...and how the businesses are going to be affected.” He also noted an increase in the amount of tax-exempt properties in Carson City. Supervisor Bagwell was informed that the Other Post Employment Benefits (OPEB) Fund had increased by \$30,000 and that Cost Allocation of the Building Permit Fund had been increased to \$346,000, determined by a third-party actuary.

23.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDED ACCEPTANCE OF THE CARSON CITY COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020.

(11:13:59) – Based on the discussion during item 23.A, Acting Mayor Bonkowski entertained a motion.

(10:14:05) – Supervisor Bagwell moved to approve the report as submitted. The motion was seconded by Supervisor Barrette.

RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bagwell, Barrette, Giomi, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

24. BOARD OF SUPERVISORS – NON-ACTION ITEMS

- FUTURE AGENDA ITEMS**
- STATUS REVIEW OF PROJECTS**
- INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- CORRESPONDENCE TO THE BOARD OF SUPERVISORS**
- STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD**
- STAFF COMMENTS AND STATUS REPORT**

(11:14:53) – Acting Mayor Bonkowski introduced the item. Ms. Paulson thanked Acting Mayor Bonkowski and Supervisor Barrette for their service to Carson City. She also thanked Acting Mayor Bonkowski for “stepping

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up as Acting Mayor during a very difficult time for the City,” and quoted late Mayor Crowell, “thanks to both of you for the impact you’ve made in making Carson City a better place to live, work, and play.” Ms. Paulson presented Acting Mayor Bonkowski and Supervisor Barrette with plaques recognizing their service.

(11:16:21) – Ms. Hicks also thanked Acting Mayor Bonkowski and Supervisor Barrette for their years of service on the Board and for their leadership and guidance, especially during her years in asset management.

(11:17:12) – Supervisor Bagwell believed “we’ve been a great Board and you two have been integral in that.” She also agreed with Ms. Russell who had wished for future boards to work together the same way this Board had done. Supervisor Bagwell hoped to be able to call the Acting Mayor “once-in-a-while” to run some things past him.

(11:17:48) – Supervisor Giomi updated the Board on the activities by the Carson City Culture and Tourism Authority (CTA) to get the COVID-19 message to the public via online videos, featuring what the restaurant and the lodging industries are doing to accommodate patrons. He also mentioned a similar video featuring museums and galleries. Supervisor Giomi announced that the Kit Carson Trail markers had been replaced and thanked the Public Works Department for setting 41 of 48 markers, adding that the remainder were on State Lands and would be placed upon receipt of approval from the State. He encouraged picking up a brochure, which he distributed to the Board, from the Carson City Visitors Bureau [Visit Carson City] office on South Carson Street. Supervisor Giomi also thanked Supervisor Barrette and Acting Mayor Bonkowski for their service to the City, calling it “an honor to serve with you and...an honor to have learned from you.”

(11:21:21) – Supervisor Barrette called Acting Mayor Bonkowski “a paragon of public service” and believed this has been “a good board.” He also noted his service with late Mayor Bob Crowell.

(11:22:41) – Acting Mayor Bonkowski expressed sadness that the late Mayor Crowell had been unable to attend this last meeting and to enjoy the end of his public service career. He also thanked the current and past staff members, the former supervisors, the Public Works Department and Director Darren Schulz, and all the City employees.

(11:27:00) – Mr. Yu called his position as Board Counsel “a great source of pride,” and noted it was “the most enjoyable job I’ve ever had in my life.” He thanked the outgoing supervisors for being engaging, dedicated, and passionate.

(11:29:47) – Carson City Sheriff Ken Furlong thanked Acting Mayor Bonkowski and Supervisor Barrette via telephone for their constant communication and the “many interruptions we caused in your life.”

(11:31:58) – Acting Mayor Bonkowski recessed the meeting at 11:31 a.m.

-- LUNCH BREAK - RETURN - 1:30 P.M. --

(1:32:24) – Acting Mayor Bonkowski reconvened the meeting at 1:32 p.m.

25. COMMUNITY DEVELOPMENT - PLANNING

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25.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON WHETHER TO SUSPEND, CANCEL OR REVOKE BUSINESS LICENSE NO. BL-003942-2020, ISSUED TO ENVIRONMENTAL RESOURCES, INC. DBA EASY ROOTER PLUMBING ("ENVIRONMENTAL RESOURCES"), FOR THE ALLEGED CONTINUOUS OPERATION OF A BUSINESS IN VIOLATION OF THE CARSON CITY MUNICIPAL CODE ("CCMC").

(1:32:32) – Acting Mayor Bonkowski introduced the item. Planning Manager Hope Sullivan provided background and noted the presence of Matt Thurman, General Manager of Environmental Resources, Inc. dba Easy Rooter Plumbing to show cause on why their business license should not be revoked. She also introduced Fire Marshal Dave Ruben, who would be responding to technical questions by the Board. Ms. Sullivan reiterated the Staff recommendation of revoking the business license of Environmental Resources, Inc. dba Easy Rooter Plumbing based on the information she had provided at this and the previous Board meetings. She also stated that the revocation would provide the City “the benefit of flagging the business license to require Fire Marshal approval on an annual basis.” Ms. Sullivan clarified for Supervisor Giomi that when a business license is revoked, an application for a new permit must be submitted. Acting Mayor Bonkowski received confirmation that Deputy District Attorney Ben Johnson was present via WebEx.

(1:37:15) – Mr. Thurman noted that their license was for plumbing and drain cleaning, and that they had provided “this vacuum barrel” as a safer method to remove grease from fryers. He also indicated that they had removed what they could and did not know where all of them were, and some clients did not wish to return the equipment. Mr. Thurman explained that the equipment had been available for 11 years and that the complaint had been initially generated by a competitor who had duplicated their product. He also noted that they were not aware of any incidents, adding that they had not intended to endanger anyone, but wished “to give them something easier and better than the method they had.”

(1:40:52) – Fire Marshal Ruben updated the Board on a citation received by Easy Rooter Plumbing, on the fact that they had plead guilty to two counts in court, and had been subject to a fine and certain conditions from the court. He stated that the judge had requested removal of the advertising for the device, to which they had complied by removing the photograph of the device but leaving the verbiage there, which had resulted in the involvement of the District Attorney’s Office. Fire Marshal Ruben indicated that they had received a list of 20 locations from Mr. Thurman and had instructed an inspector to ensure all devices have been removed. He indicated that the devices are unsafe and have been deemed so by the Reno and Sparks Fire Departments as well. Mr. Ruben clarified for Supervisor Barrette that the Occupational Safety and Health Administration (OSHA) had fined Easy Rooter Plumbing “for having their employees use these devices, because the devices are not listed, and OSHA requires that they be listed just like the fire code does.”

(1:45:44) – Ms. Sullivan read into the record three sections from Carson City Municipal Code (CCMC) 4.02.210 which, she clarified, warranted a revocation of the license.

4.04.210 Suspension, cancellation or revocation of licenses.

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- *Any license issued pursuant to the provisions of this chapter, or any amendment thereof, for the conducting of business, may be suspended, canceled or revoked for good cause by the board of supervisors. Good cause for such suspension, cancellation or revocation shall include, but not be limited to:*
 - *a. The existence of unsanitary conditions, noise, disturbance or other conditions at, near or in the premises which cause or tend to create a public nuisance or which injuriously affects the public health, safety or welfare;*
 - *b. The commission of, or permitting or causing the commission of, any act in the operation of the business which act is made unlawful or is prohibited by any ordinance, rule or law of Carson City, or state or federal government; or*
 - *c. Fraudulent practices or misrepresentations in the operation of the business, or concealment or misrepresentation in procuring this license.*
 - *d. Failure to maintain city accounts in good standing, include but are not limited to: personal property taxes and room tax.*

She explained that the Easy Rooter Plumbing vacuums had been identified by the Fire Marshal as a safety hazard; therefore, a violation of the Fire Code, which made it a violation of CCMC. Ms. Sullivan also noted that the Easy Rooter Plumbing business license was issued for traditional plumbing service and the City had not been made aware that “a grease vacuum,” which was not a traditional plumbing service, would be made available through the business.

(1:48:31) – Mr. Thurman clarified that they had not been fined by OSHA; however, they were instructed not to build any more vacuums until obtaining approval from Underwriters Laboratories (UL). He also stated that they had stopped building the equipment and now were in the process of collecting the existing ones and indicated that he was not aware of any cease and desist orders from the Reno and Sparks Fire Departments. Ms. Sullivan wished to clarify for the record that “nothing in the Staff’s recommendation is based on any activity regarding OSHA, nor is it regarding any activity in any town other than Carson City. In response to Supervisor Bagwell’s question, Fire Marshal Ruben stated that the vacuum service is usually provided by a waste oil company. Mr. Thurman clarified for Supervisor Bagwell that employees, reporting to another general manager in the “oil division” had not kept good records on where the vacuums were delivered. Additionally, he noted that many customers such as the large casinos had not wished to return them. Mr. Thurman explained that they no longer manufacture or distribute the vacuums.

(1:57:15) – Mr. Thurman informed Supervisor Giomi that the devices were built by his company and given to customers free of charge, and that they still owned them. He stated that the free service allowed them to collect the vegetable oil at no charge. Discussion ensued regarding the continued advertising of the product and Mr. Thurman stated he had instructed his “IT (information technology) person to remove it;” however, according to Fire Marshal Ruben, the image of the vacuum had been removed but the language describing the product had not been. Acting Mayor Bonkowski informed Mr. Thurman that he was responsible for his employees’ actions. He also agreed with supervisor Bagwell “that the biggest mistake made here was being non-responsive” and believed that “there was the existence of a public nuisance and there was concealment of services;” therefore, he intended to vote for the revocation of the license which he called a “reset button.” Supervisor Bagwell was in favor of revoking the license but without a specific timeframe for renewal which would be based on confirmation of compliance from Fire Marshall Ruben and Ms. Sullivan. Supervisor Giomi noted that he had not heard any assurances “that this isn’t going to happen again.” He recommended a revocation until March 1, 2021. Supervisor

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Barrette indicated he had heard all the information and would vote based on information he had received. Acting Mayor Bonkowski entertained a motion. Further discussion ensued regarding the revocation timeline and enforcement. Fire Marshal Ruben discussed several compliance options including immediate citation and court decision. Ms. Sullivan informed Supervisor Giomi that it would take at least 10 days for Easy Rooter Plumbing’s license to be reinstated. She also clarified that should he operate in Carson City without a license, the District Attorney’s Office would take action.

(2:10:12) – Supervisor Giomi moved to revoke the business license issued to Environmental Resources, Inc. dba Easy Rooter Plumbing, under the terms indicated in the written order, with the additional caveat that the website comply with the court order before the license is reinstated. The motion was seconded by Supervisor Bagwell.

RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Giomi, Bagwell, Barrette, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

25.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A FINAL SUBDIVISION MAP KNOWN AS SCHULZ RANCH SUBDIVISION PHASE 5 FOR THE CREATION OF 29 RESIDENTIAL LOTS ON PROPERTY ZONED SINGLE FAMILY 6,000-SPECIFIC PLAN AREA (SF6-SPA), LOCATED AT THE SOUTHERN TERMINUS OF WHEELER PEAK DRIVE AND THE WESTERN TERMINUS OF CHALK BLUFF DRIVE, APN 009-311-47 (SUB-2020-0005).

(2:10:53) – Acting Mayor Bonkowski introduced the item. Associate Planner Heather Ferris gave background and presented the Staff Report with accompanying documentation. She also introduced applicant Mark Krueger and his representative Dan Birchfield, who were participating via WebEx. Acting Mayor Bonkowski entertained comments or questions and when none were forthcoming, a motion.

(2:12:48) – Supervisor Bagwell moved to approve the Final Subdivision Map known as Schulz Ranch Phase 5, based on the finding that it fully complies with all the conditions of approval of Tentative Subdivision Map TSM 19-124. Supervisor Giomi seconded the motion.

RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Giomi
AYES:	Supervisors Bagwell, Giomi, Barrette, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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26. PUBLIC WORKS

26.A FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION REGARDING THE FIRST YEAR OF WASTE COLLECTION SERVICES PROVIDED BY WASTE MANAGEMENT UNDER THE COLLECTION SERVICES FRANCHISE AGREEMENT THAT WENT INTO EFFECT ON JULY 1, 2019.

(2:13:34) – Acting Mayor Bonkowski introduced the item. Public Works Operations Manager Rick Cooley gave background and introduced Waste Management Contract Manager Kendra Kostelecky who noted the presence of Rich Spediacci, District Manager of Waste Management via WebEx, and Lorrie Meeler, Recycling Coordinator. Ms. Kostelecky reviewed a PowerPoint Presentation, incorporated into the record, and responded to clarifying questions. Acting Mayor Bonkowski thanked the presenters and noted that this item was not agendized for action.

27. City Manager

27.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED AMENDMENT TO THE INTERLOCAL AGREEMENT FOR ADMINISTRATIVE SERVICES AND FACILITY USE AND MANAGEMENT BETWEEN CARSON CITY ("CITY"), THE CARSON CITY DISTRICT ATTORNEY'S OFFICE ("CCDA") AND THE CARSON CITY CULTURE AND TOURISM AUTHORITY ("CTA") TO AMEND AND DELETE PROVISIONS RELATED TO THE ADMINISTRATION OF THE 1% TRANSIENT LODGING TAX DEDICATED TO THE IMPLEMENTATION OF THE CITY'S ARTS & CULTURE MASTER PLAN AND THE DEVELOPMENT OF A CULTURAL TOURISM CAMPAIGN (THE "1% TAX"), TO TRANSFER \$118,000.00, THE PROCEEDS FROM THE 1% TAX, FROM THE CITY'S ARTS AND CULTURE FUND TO CTA, AND TO CLOSE THE CITY'S ARTS AND CULTURE FUND.

(2:57:42) – Acting Mayor Bonkowski introduced the item. Ms. Paulson gave background and presented the Staff Report, incorporated into the record, and included a draft (First) Amendment to the Interlocal Agreement for Administrative Services and Facility Use and Management. Supervisor Bagwell was in favor of the amendment since “the hotels are responsible for collecting the dollars and I think we owe it to them to have care, custody, and control of the dollars.” Supervisor Giomi provided an update on the joint CTA and Cultural Commission meeting that had taken place on November 19, 2020 during which time both boards had approved a recommendation to the Board of Supervisors to move the administration of the one percent tax, dedicated to the implementation of the Carson City Arts & Culture Master Plan and the development of a cultural tourism campaign, back under the authority of the CTA. Acting Mayor Bonkowski entertained additional comments and when none were forthcoming, a motion.

(3:05:35) – Supervisor Giomi moved to approve the amendment as presented. The motion was seconded by Supervisor Bagwell.

RESULT:	APPROVED (4-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Bagwell
AYES:	Supervisors Giomi, Bagwell, Barrette, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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28. HUMAN RESOURCES

28.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED CITY MANAGER EMPLOYMENT AGREEMENT (“AGREEMENT”) BETWEEN CARSON CITY MANAGER NANCY PAULSON AND CARSON CITY, TO BE EFFECTIVE DECEMBER 17, 2020 TO JUNE 30, 2025, FOR A STARTING ANNUAL BASE SALARY OF \$190,500 FOR THE FIRST YEAR AND A 5% INCREASE BEGINNING ON JULY 1, 2021 AND ON JULY 1 OF EACH SUBSEQUENT YEAR OF THE AGREEMENT.

(3:05:54) – Acting Mayor Bonkowski introduced the item. Human Resources Director Melanie Bruketta reviewed the agenda materials which included the Staff Report and the proposed employment contract (including the proposed revisions) between Carson City and the City Manager, Ms. Paulson. Ms. Bruketta noted that the current employment agreement would end on December 20, 2020. Acting Mayor Bonkowski expressed his disagreement with having the City Manager’s review in a public forum. He also commented that Ms. Paulson “has done everything that we’ve asked her to do. I think that she’s the right person, in the right place at the right time for Carson City.” Supervisor Barrette was informed by Ms. Bruketta that Ms. Paulson’s new salary will be effective December 21, 2020 and that she would receive a five percent increase on July 1, 2021. Acting Mayor Bonkowski clarified for Supervisor Barrette that in comparing salaries for cities the size of Carson City, he had discovered that the average salary for a city manager was \$210,000.

(3:12:19) – Supervisor Giomi spoke in support of the agreement and noted that “any issues I have had in the past, you’ve taken care of and you’ve listened to what I have to say.” He also recommended that the motion be made by Acting Mayor Bonkowski.

(3:12:47) – Acting Mayor Bonkowski moved to approve the agreement with an effective date of December 21, 2020. The motion was seconded by Supervisor Bagwell.

(3:13:07) – Supervisor Bagwell noted that she looked forward to working with Ms. Paulson during her first term as Carson City Mayor, adding “we’re going to be a great team and I look forward to all we can do for the residents of Carson City.” Acting Mayor Bonkowski called for the vote.

RESULT:	APPROVED (4-0-0)
MOVER:	Acting Mayor Bonkowski
SECONDER:	Supervisor Bagwell
AYES:	Acting Mayor Bonkowski, Supervisors Bagwell, Barrette, and Giomi
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(3:13:37) – Ms. Paulson thanked the Board for the opportunity given to her during last two-and-a-half years as City Manager and for the last 22 years of working for Carson City.

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29. PUBLIC COMMENT

(3:14:16) – Acting Mayor Bonkowski entertained final public comments; however, none were forthcoming. He also thanked “the citizens of Carson City for giving me the honor of representing them for the last eight years. It truly has been an honor and it’s been a great personal growth experience for me. I won’t forget it.” Supervisor Barrette noted that he echoed the same sentiments for his four years of service.

30. FOR POSSIBLE ACTION: TO ADJOURN

(3:14:52) – Acting Mayor Bonkowski adjourned the meeting at 3:14 p.m.

The Minutes of the December 17, 2020 Carson City Board of Supervisors meeting are so approved on this 21st day of January, 2021.

LORI BAGWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk – Recorder

Attachments: Emailed Public Comments