

**MINUTES**  
**Regular Meeting**  
**Carson City Charter Review Committee**  
**Monday, February 29, 2016 ● 3:00 PM**  
**Community Center Sierra Room, 851 East William Street, Carson City, Nevada**

**Board Members:**

<b>Vice Chair – Bruce Robertson</b>	<b>Member – Kimberly Fiegehen</b>
<b>Member – Michael Matuska</b>	<b>Member – Larry Messina</b>
<b>Member – Keith Shaffer</b>	<b>Member – Ben Steele</b>
<b>Member – Judy Welch</b>	

**Staff:**

Nick Marano, City Manager  
Adriana Fralick, Chief Deputy District Attorney  
Tamar Warren, Deputy Clerk

**NOTE:** A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

The minutes and audio recordings of the Carson City Charter Review Committee meetings are available on [www.carson.org/minutes](http://www.carson.org/minutes).

**1. CALL TO ORDER**

(3:00:58) – Vice Chairperson Robertson called the meeting to order at 3:00 p.m.

**2. ROLL CALL**

(3:01:04) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Bruce Robertson	Present	
Michael Matuska	Present	
Kimberly Fiegehen	Present	
Larry Messina	Present	
Keith Shaffer	Present	
Ben Steele	Present	
Judy Welch	Present	

**3. PUBLIC COMMENT**

(3:01:28) – None.

**4. FOR POSSIBLE ACTION: ADOPTION OF THE AGENDA**

(3:01:37) – **MOTION: I move to approve the agenda as presented.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Steele
<b>SECONDER:</b>	Shaffer
<b>AYES:</b>	Robertson, Matuska, Fiegehen, Messina, Shaffer, Steele, Welch
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**5. INTRODUCTION OF CHARTER REVIEW COMMITTEE MEMBERS.**

(3:01:53) – At the Vice Chair’s request, all members introduced themselves.

**6. AGENDA ITEMS**

**A. TO ELECT A CHAIR AND VICE CHAIR.**

(3:04:40) – Vice Chairperson Robertson introduced the item and entertained nominations.

**(3:04:50) – MOTION: I move to nominate Bruce Robertson to the position of Chair**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Messina
<b>SECONDER:</b>	Shaffer
<b>AYES:</b>	Robertson, Matuska, Fiegehen, Messina, Shaffer, Steele, Welch
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**(3:05:28) – MOTION: I move to nominate Michael Matuska to the position of Vice Chair.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Messina
<b>SECONDER:</b>	Steele
<b>AYES:</b>	Robertson, Matuska, Fiegehen, Messina, Shaffer, Steele, Welch
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**B. FOR DISCUSSION ONLY: REVIEW AND DISCUSSION OF THE NEVADA OPEN MEETING LAW.**

(3:05:58) – Chairperson Robertson introduced the item and Ms. Fralick noted that several clarifications and changes were made to the Open Meeting Law as a result of SB 70, passed during the last legislative session. She also highlighted the relevant items to this Committee, such as having minutes ready for approval 45 days after a meeting or at the next meeting, whichever is later. Ms. Fralick explained that “alternates” are allowed only if an

authority is created to authorize alternates, which did not apply to this body unless the charter was revised. She confirmed that training for the Open Meeting Law was required, adding that the District Attorney’s (DA) Office website contained a recorded training available to all Committee members. Additionally, Ms. Fralick clarified that an updated version of the training was planned by the DA’s office around the April timeframe. Member Welch stated that the Nevada Department of Transportation (NDOT) had provided training on the subject as well. She was also informed by Ms. Fralick that the members could meet at social events; however, they were prohibited from deliberation and from serial communication.

**C. FOR POSSIBLE ACTION: REVIEW AND DISCUSSION ON THE PROCESS AND TIMELINE FOR THE 2016 CHARTER REVIEW COMMITTEE AND POSSIBLE DIRECTION TO STAFF.**

(3:11:15) – Chairperson Robertson introduced the item. Mr. Marano reminded the Committee that the meetings must conclude by mid-June in order to be prepared for the joint meeting with the Board of Supervisors in July. He also noted that the public could provide input to the Committee in three different ways: by reaching out to each Committee member; by contacting the Chair; or by contacting the City Manager’s Office. Chairperson Robertson stated that some of the issues discussed in previous years may resurface and suggested members review those. In response to a question by Member Shaffer, Mr. Marano explained the noticing process of the meeting, including the required postings in public areas, on the City’s website and social media site, and notices in the Nevada Appeal to solicit input from the public and community leaders. Vice Chair Matuska inquired about key issues that have been heard by the Committee and was informed by Mr. Marano that the voting by ward proposal was an item felt passionately by many. Ms. Fralick clarified that the Committee’s recommendations are either approved by the Board of Supervisors as part of their bill packet, or, if not approved, presented by the Committee (after being voted upon) to an elected legislator for sponsorship.

(3:18:30) – Vice Chairperson Matuska suggested holding the next meeting after March 31, 2016 as the public was noticed to provide input by that date. Ms. Fralick noted that input may be received after that date as well either during the public comment period or by the methods outlined above by Mr. Marano. Discussion ensued regarding the members’ and the Sierra Room availability during certain dates and times.

**(3:35:51) – MOTION: I move to approve the following future meeting dates: April 13, 2016 at 10:00 a.m., May 4, 2016 at 10:00 a.m., May 26, 2016 at 2:00 p.m., June 14, 2016 at 5:30 p.m.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Messina
<b>SECONDER:</b>	Shaffer
<b>AYES:</b>	Robertson, Matuska, Fiegehen, Messina, Shaffer, Steele, Welch
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**D. FOR POSSIBLE ACTION: TO SET THE DATE AND TIME FOR THE NEXT CHARTER REVIEW COMMITTEE MEETING.**

Per agenda item 6C discussion, the next meeting is scheduled for April 13, 2016 at 10:00 a.m.

**7. PUBLIC COMMENT**

No members of the public were present.

**8. FOR POSSIBLE ACTION: TO ADJOURN**

**(3:37:22) – Chairperson Robertson adjourned the meeting at 3:37 p.m.**

The Minutes of the February 29, 2016 Carson City Charter Review Committee meeting are so approved this 13<sup>th</sup> day of April, 2016.

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BRUCE ROBERTSON, Chair