

# CARSON CITY BOARD OF SUPERVISORS

## Minutes of the March 17, 2016 Meeting

18(C)

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, March 17, 2016 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Mayor Robert Crowell  
Supervisor Karen Abowd, Ward 1  
Supervisor Brad Bonkowski, Ward 2  
Supervisor Lori Bagwell, Ward 3  
Supervisor Jim Shirk, Ward 4

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

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

**1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE** (8:32:11) - Mayor Crowell called the meeting to order at 8:32 a.m. Ms. Merriwether called the roll; a quorum was present. First Christian Church Pastor Ken Haskins provided the invocation. At Mayor Crowell's request, Pastor Haskins led the pledge of allegiance.

**5. PUBLIC COMMENT** (8:34:02) - Mayor Crowell entertained public comment. (8:34:18) Hope Tingle referred to a *Nevada Appeal* article, published March 16<sup>th</sup>, "regarding the water revenues ten percent below projections." She reviewed her efforts to reduce water consumption and discussed concerns over "a potential rate increase" and recently approved development projects. "It's hard to try to be a good steward, to do the right thing, to guard a natural resource which is a finite resource no matter what we think." She suggested a "different way to calculate the rate and not necessarily increase it to the level it's been increased already." She advised that her "water bill went up twice what I normally would pay." She reiterated her concerns, and advised that she is "very anti-growth." Mayor Crowell entertained additional public comment; however, none was forthcoming.

**6. POSSIBLE ACTION ON APPROVAL OF MINUTES - February 4, 2016** (8:37:55) - Mayor Crowell introduced this item, and entertained suggested revisions to the minutes. When no suggested revisions were forthcoming, he entertained a motion. **Supervisor Bonkowski moved to approve the minutes, as presented. Supervisor Bagwell seconded the motion.** Mayor Crowell called for a vote on the pending motion. **Motion carried 5-0.**

**7. POSSIBLE ACTION ON ADOPTION OF AGENDA** (8:38:09) - Mayor Crowell entertained modifications to the agenda. (8:38:33) Mr. Marano advised that item 18(A) would be deferred to a future meeting. Mayor Crowell deemed the agenda adopted, as modified.

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**8. SPECIAL PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO CITY EMPLOYEES (8:39:04)** - At Mayor Crowell's request, the Board members joined him at the meeting table. Mayor Crowell presented Public Safety Communication Operator Jennifer Davis with a Certificate of Appreciation in recognition and appreciation of five years' continued and dedicated service to the community. Mayor Crowell presented a Certificate of Appreciation to Wastewater Plant Mechanic David Whitaker in recognition and appreciation of ten years' continuous, dedicated service to Carson City. Mayor Crowell presented a Certificate of Appreciation to Senior Library Assistant Sandra deVaney in recognition and appreciation of 20 years' continuous and dedicated service to the community. Mayor Crowell presented a Certificate of Appreciation to Warehouse Supply Coordinator Thomas Gordon in recognition and appreciation of 20 years' continuous and dedicated service. The Board members, City staff, and citizens present applauded each of the honorees.

**9. RECESS BOARD OF SUPERVISORS MEETING (8:43:50)** - Mayor Crowell recessed the Board of Supervisors meeting at 8:43 a.m.

### LIQUOR AND ENTERTAINMENT BOARD

**10. CALL TO ORDER AND ROLL CALL (8:43:52)** - Chairperson Crowell called the Liquor and Entertainment Board meeting to order at 8:43 a.m., noting the presence of a quorum, including Member Ken Furlong.

**11. PUBLIC COMMENT (8:44:07)** - Chairperson Crowell entertained public comment; however, none was forthcoming.

**12. POSSIBLE ACTION ON APPROVAL OF MINUTES - January 21, 2016 and February 4, 2016 (8:44:18)** - Chairperson Crowell introduced this item, and entertained suggested revisions to the minutes. When no suggested revisions were forthcoming, he entertained a motion. **Member Abowd moved to approve the minutes of January 21, 2016 and February 4, 2016, as presented. The motion was seconded and carried unanimously.**

**13. COMMUNITY DEVELOPMENT DEPARTMENT, BUSINESS LICENSE DIVISION - POSSIBLE ACTION TO ACCEPT THE ANNUAL ACTIVITY REPORT FOR ADMINISTRATIVE CITATIONS ISSUED (8:44:41)** - Chairperson Crowell introduced this item, and Senior Permit Technician Lena Reseck reviewed the agenda materials. Ms. Reseck and Sheriff Furlong responded to questions of clarification, and discussion ensued. Member Bonkowski discussed concerns over the potential for repeat offenders, and suggested the possibility of revisiting the provisions of the ordinance. Community Development Director Lee Plemel explained the requirement for third offenses to be reviewed by the administrative hearings officer. "... there were none of those; however, there was the one appeal. Businesses can appeal a first or second citation. But one point to make is that these fines in here are to the business. The employee that actually serves gets their citation and the appeal is just for the businesses. The business can appeal their \$100 fine for the first offense, but the employee that served gets the citation still. That doesn't go away when there's an appeal so, individually, these employees are responsible when they serve." Mr. Plemel advised that staff is working with the District Attorney's office on other potential changes to the business license process, and assured the board that "we'll add this to the list. ... eventually, we'll need to bring something back to the Board of Supervisors for discussion ..."

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Chairperson Crowell entertained additional questions or concerns and, when none were forthcoming, a motion. **Member Bagwell moved to accept the annual activity report for administrative citations issued. Member Abowd seconded the motion.** Chairperson Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [6 - 0]
<b>MOVER:</b>	Member Lori Bagwell
<b>SECOND:</b>	Member Karen Abowd
<b>AYES:</b>	Members Bagwell, Abowd, Bonkowski, Furlong, Shirk, and Chair Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**14. PUBLIC COMMENT (8:51:25)** - Chairperson Crowell entertained public comment; however, none was forthcoming.

**15. ACTION TO ADJOURN LIQUOR AND ENTERTAINMENT BOARD (8:51:35)** - Chairperson Crowell adjourned the Liquor and Entertainment Board meeting at 8:51 a.m.

**16. RECONVENE BOARD OF SUPERVISORS (8:51:36)** - Mayor Crowell reconvened the Board of Supervisors meeting at 8:51 a.m.

**ORDINANCES, RESOLUTIONS, AND OTHER ITEMS**

**17. PARKS AND RECREATION DEPARTMENT - POSSIBLE ACTION TO APPROVE A LEASE AGREEMENT, BETWEEN THE CITY AND THE FOUNDATION FOR CARSON CITY PARKS AND RECREATION, INC., FOR USE OF THE WUNGNEMA HOUSE (8:51:40)** - Mayor Crowell introduced this item, and entertained disclosures. Supervisor Bagwell read into the record a prepared disclosure statement, and advised that she would abstain from discussion and action on this item. Mayor Crowell entertained additional disclosures; however, none were forthcoming. (8:52:55) Parks and Recreation Department Director Roger Moellendorf reviewed the agenda materials, and provided background information on the Wungnema House. He introduced Deputy District Attorney Iris Yowell and Foundation for Carson City Parks and Recreation, Inc. President David Bugli. Mr. Moellendorf responded to questions of clarification regarding maintenance responsibilities, signage, occupancy limits, and utility costs. Supervisor Bonkowski thanked Mr. Moellendorf and Ms. Yowell for their cooperation in finalizing the document.

Mayor Crowell suggested revising the article preceding the word “historic” throughout the document. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to approve a lease agreement, between the City and the Foundation for Carson City Parks and Recreation, Inc., for use of the Wungnema House, incorporating the changes recommended by the Mayor. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

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<b>RESULT:</b>	<b>Approved [4 - 0 - 1]</b>
<b>MOVER:</b>	<b>Supervisor Brad Bonkowski</b>
<b>SECOND:</b>	<b>Supervisor Karen Abowd</b>
<b>AYES:</b>	<b>Supervisors Bonkowski, Abowd, Shirk, and Mayor Crowell</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>Supervisor Lori Bagwell</b>

Mayor Crowell thanked Ms. Yowell, Mr. Moellendorf, and Mr. Bugli.

**18. PUBLIC WORKS DEPARTMENT**

**18(A) POSSIBLE ACTION TO APPROVE THE DONATION OF A CARSON CITY PUBLIC WORKS VAN TO THE CARSON CITY SENIOR CENTER - Deferred.**

**18(B) POSSIBLE ACTION TO APPROVE AN AGREEMENT, BETWEEN CARSON CITY, NEVADA AND LOPICCOLO INVESTMENTS, LLC, A NEVADA LIMITED LIABILITY COMPANY, FOR A PERMANENT EASEMENT NECESSARY FOR CONSTRUCTION OF IMPROVEMENTS ASSOCIATED WITH THE DOWNTOWN IMPROVEMENT PROJECT, PROJECT NUMBER 031407 (8:59:57) -** Mayor Crowell introduced this item. Engineering Manager Danny Rotter reviewed the agenda materials, and responded to questions of clarification regarding potential effects on the Farmer's Market. Discussion followed, and Mr. Rotter suggested a revision to the last sentence of Article II, paragraph 1(c), to read: "The spaces allocated shall be reviewed and approved by the OWNER and CITY." Mr. Rotter responded to additional questions of clarification, and discussion ensued. Supervisor Shirk discussed objections to reserved parking for the residents. Mr. Rotter responded to questions regarding the agreement provisions relative to maintenance, and Supervisor Bagwell suggested specifying that maintenance responsibility is included in the neighborhood improvement district.

Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, public comments. When no public comments were forthcoming, Mr. Rotter responded to additional questions regarding parking. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to approve an agreement, between Carson City, Nevada and Lopiccolo Investments, LLC, a Nevada limited liability company, for a permanent easement necessary for construction of improvements associated with the Downtown Improvement Project, Project No. 031407, with the changes as discussed on the record and as provided in the late materials. Supervisor Shirk seconded the motion.** Supervisor Shirk moved to amend that "the six spaces will require vehicles parked there to have identification that they are residents of that facility and they are allowed to park there." Mayor Crowell called for a second on the motion to amend; however, none was forthcoming. Mayor Crowell called for additional discussion on the primary motion and, when none was forthcoming, called for a vote.

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<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Jim Shirk
<b>AYES:</b>	Supervisors Abowd, Shirk, Bonkowski, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**18(C) POSSIBLE ACTION TO PROVIDE DIRECTION TO THE UTILITY FINANCIAL OVERSIGHT COMMITTEE TO EXAMINE RESOLUTION 2013-R-45A, WHICH FORMALLY ESTABLISHED THE COMMITTEE, AND MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS FOR POSSIBLE MODIFICATION OR AMENDMENT; RECOMMENDATIONS SHOULD INCLUDE A JUSTIFICATION OF WHY A CHANGE IS NEEDED AND WHY EXISTING PRACTICES OR CONTROLS ARE NOT SATISFACTORY (9:13:14)** - Mayor Crowell introduced this item, and welcomed Utility Financial Oversight Committee Chair Andrea Engleman and Utility Manager David Bruketta to the meeting table. Mr. Bruketta reviewed the agenda materials. Ms. Fralick responded to questions of clarification, and explained the purpose of the agenda item. Ms. Engleman read into the record language suggested by Deputy District Attorney Dan Yu. Supervisor Bonkowski suggested a revision to paragraph 4 of the resolution included in the agenda materials. Ms. Fralick responded to additional questions of clarification.

Mayor Crowell entertained additional questions or comments and, when none were forthcoming, public comments. When no public comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Bagwell moved to provide direction to the Utility Financial Oversight Committee to examine Resolution No. 2013-R-45A, which formally established the committee, and make recommendations to the Board of Supervisors for possible modification or amendment; recommendations should include a justification of why a change is needed and why existing practices or controls are not satisfactory. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bagwell, Abowd, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Mayor Crowell requested Ms. Engleman to convey the Board's appreciation to the Utility Financial Oversight Committee.

**19. PURCHASING AND CONTRACTS - POSSIBLE ACTION TO APPROVE CONTRACT NO. 1516-119 FOR THE REPAIR AND REHABILITATION OF CENTRIFUGE #1, AT THE WATER RESOURCE RECOVERY FACILITY, TO ANDRITZ SEPARATION, INC.; WORK INCLUDES IMPROVEMENTS TO THE EXISTING CONTROLS, POWER SYSTEM, AND CENTRIFUGE**

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**#1; WORK WILL NOT EXCEED THE AMOUNT OF \$173,125.00 TO BE FUNDED FROM THE SEWER CAPITAL - CONSTRUCTION ACCOUNT, AS PROVIDED IN FY 2016 (9:21:45)** - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Utility Manager David Bruketta provided an overview of the project details, and reviewed the Funding Plan which had been submitted as late material. He responded to questions of clarification.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to approve Contract No. 1516-119, for the repair and rehabilitation of centrifuge #1 at the Water Resource Recovery Facility, to Andritz Separation, Inc.; this work includes improvements to the existing controls, power system and centrifuge #1; this work will not exceed the amount of \$173,125.00, and is to be funded from the sewer capital construction account, as provided in FY 2016. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**20. FINANCE DEPARTMENT**

**20(A) POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY, AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES, THROUGH MARCH 4, 2016, PURSUANT TO NRS 251.030 AND NRS 354.290 (9:32:26)** - Mayor Crowell introduced this item, and entertained questions or comments. In response to a question, Chief Financial Officer Nancy Paulson reviewed the water disbursement and redevelopment revolving fund expenditures, as reflected in the agenda materials. Mayor Crowell entertained additional questions or comments of the Board members and, when none were forthcoming, entertained public comments. When no public comments were forthcoming, he entertained a motion. **Supervisor Shirk moved to accept the report on the condition of each fund in the treasury, and the statements of receipts and expenditures, through March 4, 2016, pursuant to NRS 251.030 and NRS 354.290. Supervisor Bagwell seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Jim Shirk
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Shirk, Bagwell, Abowd, Bonkowski, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

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**20(B) POSSIBLE ACTION TO APPROVE TASK NO. 2 FOR CONTRACT NO. 1415-122, WITH EIDE BAILLY, LLP, TO PROVIDE AUDITING AND AGREED-UPON PROCEDURES SERVICES FOR FY 2015 - 16 FOR A NOT-TO-EXCEED AMOUNT OF \$93,948, AND A CONTINGENCY AMOUNT OF \$25,000 (IF NEEDED FOR AUDITING ADDITIONAL MAJOR FEDERAL GRANT PROGRAMS) AND TO DESIGNATE EIDE BAILLY, LLP AS THE AUDITING FIRM FOR FY 2015 - 16 (9:34:55)** - Mayor Crowell introduced this item, and entertained disclosures. Supervisor Bagwell read a prepared disclosure statement into the record, advising of a commitment in a private capacity and that she would abstain from participating in discussion and action on this item. Mayor Crowell entertained additional disclosures; however, none were forthcoming.

Chief Financial Officer Nancy Paulson reviewed the agenda materials. Mayor Crowell entertained Board member and public comments and, when none were forthcoming, a motion. **Supervisor Abowd moved to approve Task No. 2 for Contract No. 1415-122, with Eide Bailly, LLP, to provide auditing services for FY 2015 - 16 for a not-to-exceed amount of \$93,948, and a contingency amount of \$25,000, if needed for auditing additional major federal grant programs, and to designate Eide Bailly, LLP as the auditing firm for FY 2015 - 16. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [4 - 0 - 1]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Brad Bonkowski
<b>AYES:</b>	Supervisors Abowd, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	Supervisor Lori Bagwell

**20(C) POSSIBLE ACTION TO ACCEPT THE AUDIT COMMITTEE'S RECOMMENDATION TO APPROVE THE COMPLETED REMEDIATION PLANS FROM THE COMMUNITY FACILITY COST RECOVERY AND EMPLOYEE EFFICIENCY STUDIES, AND REMOVE THESE PROJECTS FROM THE AUDIT FINDINGS TRACKING SUMMARY (9:37:01)** - Mayor Crowell introduced this item, and Chief Financial Officer Nancy Paulson reviewed the agenda materials in conjunction with displayed slides. Mayor Crowell entertained Board member and public comments and, when none were forthcoming, a motion. **Supervisor Bagwell moved to accept the Audit Committee's recommendation to approve the completed remediation plans from the Community Facility Cost Recovery and Employee Efficiency Studies, and remove these projects from the Audit Findings Tracking Summary Report. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Brad Bonkowski
<b>AYES:</b>	Supervisors Bagwell, Bonkowski, Abowd, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

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**20(D) UPDATE AND STATUS REPORT ON THE FY 2017 GENERAL FUND BUDGET**

(9:38:35) - Mayor Crowell introduced this item, and Chief Financial Officer Nancy Paulson reviewed the agenda materials in conjunction with displayed slides. Ms. Paulson responded to questions of clarification throughout the presentation. Supervisor Bonkowski discussed his highest priority to change “our policy on ending fund balance from five percent to 8.3 percent or one month's reserves.” He expressed the opinion “it would be prudent for us to do that first and bite the bullet for a year on supplemental and capital and then revisit those next year. But, at some point, we have to take that step to change our policy to increase our ending fund balance.” Supervisor Bagwell agreed. Mayor Crowell entertained additional Board member and public comments; however, none were forthcoming. He thanked Ms. Paulson and Deputy Chief Financial Officer Sheri Russell.

**21. HEALTH AND HUMAN SERVICES DEPARTMENT - POSSIBLE ACTION TO GRANT PERMISSION FOR CARSON CITY HEALTH AND HUMAN SERVICES TO APPLY FOR THE ENSURING ACCESS TO QUALITY FAMILY PLANNING SERVICES GRANT, FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS, OFFICE OF THE SECRETARY, OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH, OFFICE OF POPULATION AFFAIRS** (9:49:21) - Mayor Crowell introduced this item. Health and Human Services Department Director Nicki Aaker introduced Clinical Services Manager Roni Galas, and reviewed the agenda materials. Ms. Aaker and Ms. Galas responded to questions of clarification, and a brief discussion followed.

Mayor Crowell entertained public comments and, when none were forthcoming, a motion. **Supervisor Abowd moved to grant permission for Carson City Health and Human Services to apply for the Ensuring Access to Quality Family Planning Services Grant, from the U.S. Department of Health and Human Services Centers, Office of the Secretary, Office of the Assistant Secretary for Health, Office of Population Affairs. Supervisor Bagwell seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Abowd, Bagwell, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**22. RECESS BOARD OF SUPERVISORS MEETING** (9:56:15) - Mayor Crowell recessed the Board of Supervisors meeting at 9:56 a.m.

**BOARD OF HEALTH**

**23. CALL TO ORDER AND ROLL CALL** (10:06:38) - Chairperson Susan Pintar called the Board of Health to order at 10:06 a.m. Ms. Merriwether called the roll; a quorum was present. Member Furlong arrived at 10:12 a.m.

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**24. PUBLIC COMMENT (10:07:19)** - Chairperson Pintar entertained public comment; however, none was forthcoming.

**25. POSSIBLE ACTION ON APPROVAL OF MINUTES - January 21, 2016 (10:07:33)** - Chairperson Pintar introduced this item, and entertained a motion. **Member Bonkowski moved to approve the minutes, with a correction to the first page. Member Abowd seconded the motion.** Chairperson Pintar called for a vote on the pending motion. **Motion carried 6-0.**

**26. HEALTH AND HUMAN SERVICES DEPARTMENT**

**26(A) POSSIBLE ACTION TO APPROVE HEALTH OFFICER'S REPORT, WITH FEEDBACK AND DIRECTION FROM THE BOARD AS DISCUSSED AT THE MEETING, INCORPORATED (10:08:00)** - Chairperson Pintar introduced this item, and presented her report. Chairperson Pintar entertained a motion. **Member Bonkowski moved to accept the Health Officer's report. Member Abowd seconded the motion.** Chairperson Pintar entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [6 - 0]
<b>MOVER:</b>	Member Brad Bonkowski
<b>SECOND:</b>	Member Karen Abowd
<b>AYES:</b>	Members Bonkowski, Abowd, Bagwell, Shirk, Vice Chair Crowell, Chair Pintar
<b>NAYS:</b>	None
<b>ABSENT:</b>	Member Ken Furlong
<b>ABSTAIN:</b>	None

**26(B) POSSIBLE ACTION TO APPROVE THE CARSON CITY HEALTH AND HUMAN SERVICES DEPARTMENT DIRECTOR'S REPORT, WITH FEEDBACK AND DIRECTION FROM THE BOARD, AS DISCUSSED AT THE MEETING, INCORPORATED (10:10:40)** - Chairperson Pintar introduced this item, and Health and Human Services Department Director Nicki Aaker presented her report in conjunction with displayed slides. Ms. Aaker, Chairperson Pintar, and Clinical Services Manager Roni Galas responded to questions of clarification throughout the presentation. (Member Furlong arrived at 10:12 a.m.) Following extensive discussion, Chairperson Pintar requested the District Attorney's staff to analyze the Title 10 grant language relative to accumulating statistical information on undocumented patients. Disease Control and Prevention Manager Dustin Boothe narrated that portion of the presentation relative to the Epidemiology Program and Environmental Health. Chronic Disease Prevention and Health Promotion Coordinator Valerie Cauhape responded to questions of clarification regarding the Promoting Health Among Teens Program. Extensive discussion took place regarding the recently-published county health rankings.

Vice Chairperson Crowell read into the record a petition to remove processed meat from school lunches, and provided the same to Chairperson Pintar with a request to look into the matter. A brief discussion ensued. Chairperson Pintar entertained a motion relative to the Director's report. **Member Bagwell moved to accept the Director's report, with feedback and direction given by the board to staff on Carson City Health and Human Services activities. Member Abowd seconded the motion.** Chairperson Pintar entertained discussion on the motion and, when none was forthcoming, called for a vote.

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<b>RESULT:</b>	<b>Approved [7 - 0]</b>
<b>MOVER:</b>	<b>Member Lori Bagwell</b>
<b>SECOND:</b>	<b>Member Karen Abowd</b>
<b>AYES:</b>	<b>Members Bagwell, Abowd, Bonkowski, Furlong, Shirk, Vice Chair Crowell, Chair Pintar</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**26(C) PRESENTATION AND DISCUSSION REGARDING PUBLIC HEALTH ACCREDITATION SITE VISIT EXIT INTERVIEW RECAPITULATION (10:51:33)** - Chairperson Pintar introduced this item, and Public Health Accreditation Coordinator Valerie Cauhape reviewed the agenda materials in conjunction with displayed slides. In response to a question, Public Information Officer Taylor Radtke reviewed details of the Health and Human Services Department Internal Marketing and Communications Policy. Ms. Cauhape expressed appreciation to everyone who had participated in the site visit. Chairperson Pintar thanked Ms. Cauhape for her presentation.

**26(D) PRESENTATION AND DISCUSSION REGARDING CARSON CITY HEALTH AND HUMAN SERVICES DEPARTMENT 2015 ANNUAL REPORT (11:09:11)** - Chairperson Pintar introduced this item. Public Health Preparedness Planner / Public Information Officer Taylor Radtke and Health and Human Services Department Director Nicki Aaker presented the report. Ms. Aaker, Chronic Disease Prevention and Health Promotion Coordinator Valerie Cauhape, and Ms. Radtke responded to questions of clarification throughout the presentation, and discussion followed. Chairperson Pintar entertained additional comments; however, none were forthcoming.

**26(E) PRESENTATION AND DISCUSSION REGARDING THE QUALITY IMPROVEMENT PROJECT CONDUCTED WITHIN THE ENVIRONMENTAL HEALTH DIVISION TO IMPROVE THE FOOD HANDLER'S EDUCATION AND TESTING METHOD (11:24:01)** - Chairperson Pintar introduced this item, and Disease Control and Prevention Manager Dustin Boothe reviewed the agenda materials in conjunction with displayed slides. He responded to questions of clarification throughout the presentation, and discussion ensued.

**27. PUBLIC COMMENT (11:30:47)** - Chairperson Pintar entertained public comment; however, none was forthcoming.

**28. ACTION TO ADJOURN BOARD OF HEALTH MEETING (11:30:50)** - Chairperson Pintar adjourned the meeting at 11:30 a.m.

**29. RECONVENE BOARD OF SUPERVISORS (11:31:05)** - Mayor Crowell reconvened the Board of Supervisors meeting at 11:31 a.m.

**30. BOARD OF SUPERVISORS NON-ACTION ITEMS:**

**FUTURE AGENDA ITEMS (11:32:50)** - Supervisor Shirk requested to agendize a discussion item “about moving the Department of Alternative Sentencing from under the City Manager's authority to that of our judges where I think it would be a better fit.” He requested to agendize a discussion item “about should a Board member request staff to forward their answers and their questions to other Board members

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that they will be allowed to do so.” Ms. Fralick advised that the Alternative Sentencing Chief is statutorily appointed by the Board. She requested Supervisor Shirk to consider the separation of powers, and “what kind of problems might arise from that organizational structure that you're recommending ...”

#### **STATUS REVIEW OF PROJECTS**

#### **INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

#### **CORRESPONDENCE TO THE BOARD OF SUPERVISORS**

**STATUS REPORTS AND COMMENTS FROM BOARD MEMBERS (11:31:16)** - Supervisor Shirk inquired as to grant match funding from the “1/8 of a cent sales tax ... for relocation of trees along Carson Street.” He further inquired as to “who obtained the grant ... and who signed the document that would allow the funding for this through the 1/8 of a cent sales tax.” He expressed concern “for the taxpayers, as any amount under \$24,999.99 falls under the radar and there is no limit to the amount that City staff ... can obligate these taxes as a funding mechanism without first giving consideration of the overall budget or asking for Board approval. Usage of tax dollars under these types of parameters could be endless and we have no control in place to oversee or monitor these types of usage.”

(11:35:17) Supervisor Bagwell commended the Health and Human Services Department staff “for all the work on accreditation and changes that we've seen that you're undertaking.”

#### **STAFF COMMENTS AND STATUS REPORT**

**RECESS AND RECONVENE BOARD OF SUPERVISORS MEETING (11:36:00; 2:02:59)** - Mayor Crowell recessed the meeting at 11:36 a.m.; and reconvened at 2:02 p.m.

**PUBLIC COMMENT (2:03:10)** - Mayor Crowell entertained public comment. (2:03:33) Sharon Rosse, representing the Capital City Arts Initiative, announced the Great Basin Native Artists exhibition displayed in the Sierra Room. She distributed essays for the Courthouse exhibition.

Mayor Crowell entertained additional public comment. (2:04:47) Engineering Manager Danny Rotter announced that Q&D Construction will salvage the shrubs from the Carson Street median demolition, and deliver them to the west end of Third Street, where they will be available until approximately Wednesday, March 23<sup>rd</sup>. Mr. Rotter advised that additional details will be posted on social media and other sources.

(2:06:23) Cindy Brenneman, representing the Capital City Arts Initiative, the Arts Coalition, and Bliss Mansion, announced a free photography contest and reviewed details of the same.

(2:08:04) Downtown 20 / 20 President Doreen Mack expressed support for the Capital City Arts Initiative.

(2:09:21) Ward 4 Supervisor Candidate John Barrette expressed support for the Cultural Master Plan. Mayor Crowell entertained additional public comment; however, none was forthcoming.

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**31. CITY MANAGER**

**31(A) POSSIBLE ACTION TO APPOINT A MEMBER TO THE CARSON CITY AUDIT COMMITTEE, FOR A TWO-YEAR TERM THAT EXPIRES IN DECEMBER 2017 (2:09:42)** - Mayor Crowell introduced and provided an overview of this item. Mr. Marano acknowledged one application from Catherine Byrne. Mayor Crowell welcomed Ms. Byrne to the meeting table. (2:10:09) Ms. Byrne responded to questions regarding her background and experience and her interest in serving on the Audit Committee. Supervisor Bonkowski thanked Ms. Byrne for her application and commended her resumé.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to appoint Catherine Byrne to serve on the Carson City Audit Committee for a two-year term that will expire in December 2017. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**31(B) POSSIBLE ACTION TO RATIFY THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER, FOR THE PERIOD OF FEBRUARY 6, 2016 THROUGH MARCH 4, 2016 (2:13:11)** - Mayor Crowell introduced this item, and entertained questions or comments of the Board and of the public. When no questions or comments were forthcoming, he entertained a motion. **Supervisor Bagwell moved to ratify the approval of bills and other requests for payment by the City Manager, for the period of February 6, 2016 through March 4, 2016. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bagwell, Abowd, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**32. COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION - POSSIBLE ACTION TO APPROVE A MASTER PLAN AMENDMENT REQUEST FROM THE CARSON CITY PARKS AND RECREATION DEPARTMENT TO ADOPT THE CARSON CITY ARTS AND CULTURE MASTER PLAN AS AN ELEMENT OF THE CITY'S MASTER PLAN (MPA-15-181) (2:13:51)** - Mayor Crowell introduced this item, and Community Development Director Lee Plemel reviewed the agenda materials. Carson City Cultural Commission Chair Elinor Bugli provided background information on development of the Arts and Culture Master Plan, and an overview of the same.

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Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to approve a master plan amendment request, from the Carson City Parks and Recreation Department, to adopt the Carson City Arts and Culture Master Plan as an element of the City's Master Plan, based on the findings contained in the staff report. Supervisor Bagwell seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Abowd, Bagwell, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**33. CARSON CITY VISITORS BUREAU - POSSIBLE ACTION ON A MOTION FINDING THE PROPOSED INCREASE OF 1% TO THE CARSON CITY TRANSIENT OCCUPANCY TAX DOES NOT IMPOSE A DIRECT AND SIGNIFICANT ECONOMIC BURDEN ON A CARSON CITY LODGING PROPERTY OR DIRECTLY RESTRICT FORMATION, OPERATIONS, OR EXPANSION OF A LODGING PROPERTY; THAT A BUSINESS IMPACT STATEMENT HAS BEEN PREPARED, ACCEPTED, AND IS ON FILE WITH THE BOARD OF SUPERVISORS, AND THAT THE REQUIREMENTS OF THE ACT HAVE BEEN MET (2:18:50)** - Mayor Crowell introduced this item, and Carson City Visitors Bureau Executive Director Joel Dunn reviewed the agenda materials. He responded to questions of clarification, and discussion ensued. Supervisor Bagwell commended the lodging properties for their willing participation. Supervisor Abowd thanked Mr. Dunn and Senior Park Planner Vern Krahn for all their efforts.

Mayor Crowell entertained public comment. (2:32:08) Ward 4 Supervisor Candidate John Barrette advised of having discussed this matter with Mr. Dunn, and expressed support. “The idea is a good one and ... the five-year time frame is excellent because culture needs to stand on its own two feet. Culture is more than just arts. Arts are a big part of it but culture is our outdoor recreation which we have aplenty and we're doing a good job with and have done for a long time. This just adds a component to that. ... But it needs to pay its own way. There's no doubt about that. Artisans help roll money over in the community. Outdoor recreation helps roll money over in the community and that's what a local economy is about.” Mr. Barrette reiterated his support “based on the fact that the lodging community is supporting it.” He expressed the opinion, “We need to trust but verify,” and expressed confidence “that Joel will do a good job, they'll hire a good person. But that is not an arts organization at the Visitors Bureau and so the Cultural Commission should be very involved in that as well.”

Mayor Crowell entertained additional public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to find the proposed increase of one percent to the Carson City Transient Occupancy Tax does not impose a direct economic burden on a Carson City lodging property or directly restrict formation, operations, or expansion of a lodging property; that a business impact statement has been prepared, accepted, and is on file with the Board of Supervisors; and that the requirement to conduct a business impact statement has been met. Supervisor Shirk seconded the**

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**motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	<b>Approved [5 - 0]</b>
<b>MOVER:</b>	<b>Supervisor Karen Abowd</b>
<b>SECOND:</b>	<b>Supervisor Jim Shirk</b>
<b>AYES:</b>	<b>Supervisors Abowd, Shirk, Bonkowski, Bagwell, and Mayor Crowell</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

In response to a question, Ms. Fralick advised that the Municipal Code will need to be amended based on the Board's action at this meeting.

**34. COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION**

**34(A) POSSIBLE ACTION TO APPROVE A MASTER PLAN AMENDMENT REQUEST FROM BLACKSTONE DEVELOPMENT GROUP (PROPERTY OWNERS: MTK PROPERTIES, LLC, ARRAIZ FAMILY TRUST, AND TOM & MARTHA KEATING FAMILY TRUST) TO CREATE A NEW SPECIFIC PLAN AREA FOR THE NORTH PORTION OF THE EXISTING LOMPA RANCH SPECIFIC PLAN AREA, ON PROPERTY LOCATED ON THE NORTH SIDE OF EAST FIFTH STREET, BETWEEN SALIMAN ROAD AND AIRPORT ROAD, APNs 010-041-16, -38, -52, -70, -71, AND -73 (MPA-15-162); and 34(B) POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, AN ORDINANCE TO CHANGE THE ZONING FROM SINGLE FAMILY ONE ACRE (“SF1A”) AND AGRICULTURE (“A”) TO SINGLE-FAMILY 6,000 (“SF6”), MULTI-FAMILY DUPLEX (“MFD”), MULTI-FAMILY APARTMENT (“MFA”), NEIGHBORHOOD BUSINESS (“NB”), AND GENERAL COMMERCIAL (“GC”), ON PROPERTY LOCATED ON THE NORTH SIDE OF EAST FIFTH STREET, BETWEEN SALIMAN ROAD AND AIRPORT ROAD, APNs 010-041-16, -38, -52, -70, -71, AND -73 (ZMA-15-163) (2:35:43) -** At the request of Community Development Director Lee Plemel, Mayor Crowell combined this item together with item 34(B). Mayor Crowell read into the record a prepared disclosure statement, and advised that he would participate in discussion and action on this item. Mr. Plemel reviewed the agenda materials, and introduced Mike Railey, of Rubicon Design Group, representing Blackstone Development Group. Mr. Railey introduced Josh Meyers, also of Blackstone Development Group, and reviewed project details in conjunction with displayed slides. He emphasized “there's no development proposed at this time. We'll come back, hopefully in the near future, with the first ... phased projects for review by the Planning Commission and the Board.”

In response to a question, Mr. Plemel advised of deferred taxes that come due once the zoning changes. In response to a further question, he advised that escrow is anticipated to close in March 2017. Supervisor Bagwell proposed a revision to paragraph 3.8(c) of the Specific Plan document, as follows: “The Board of Supervisors reserves the right to use this impact fee to offset the cost to the City of other facilities that are required as a result of the impacts of the proposed development.”

Supervisor Bonkowski proposed to add the following language to paragraph 3.4 of the Specific Plan, as follows: “(g) The development shall implement Low Impact Development (“LID”) Standards, to include the *Truckee Meadows Low Impact Development Standards Handbook*, current edition, or current LID

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standards as adopted by Carson City.” Mr. Railey acknowledged agreement with the revisions to the Specific Plan document. Mr. Railey, Supervisor Bagwell, Ms. Fralick, and Fire Chief Bob Schreihans responded to additional questions of clarification, and discussion followed.

(3:04:34) Nevada Builders Alliance CEO Aaron West advised that his organization is working with staff to develop an impact fee program.

Supervisor Bonkowski suggested two issues. “... what has been agreed to here, between the developer and the City, is SPA specific and would be handled under a development agreement. ... But to have a conversation about citywide impact fees is a completely different conversation that I'm not prepared to have at this time and, certainly, would not support at this time without a lot more conversation about how it would work and what the impacts are going to mitigate because ... fire isn't the only impact.” Supervisor Bonkowski expressed a preference “that it's very clear on the record that what we're talking about is impact fees handled under development agreement for the SPA area specifically and, then if we want to revisit any other conversations about impact fees, that's at a later date and those are different circumstances.” Mr. West expressed agreement.

In response to a question, Mr. Plemel advised of no other building permits for any development that has an impact fee, other than residential construction tax. Mr. Marano emphasized the subject item is a “policy-level decision.” He advised, “We have also worked with the builders and they have expressed a desire that if we do expand this citywide that this be broad-based ... But, again, there's a lot of work between the actual imposition of an impact fee and this language which is intended to be enabling ... that when the City then does all the additional work to get to that point ..., we will be in a position for the Board to make that decision.” Extensive discussion followed.

Mayor Crowell entertained public comment. (3:21:07) Dwight Millard cautioned the Board “that this isn't a negotiation ... that the best man gets the best deal.” He expressed concern over other, future projects “that we set a precedent for.” He inquired as to “what would happen to these fees if a post fee was initiated? Will we be renegotiating these fees again or will they go away or do they pay double fees?”

Mayor Crowell entertained additional public comment and, when none was forthcoming, recessed the meeting at 3:23 p.m. in order that revision language could be developed. Mayor Crowell reconvened the meeting at 3:44 p.m. He referred to paragraph 3.8 of the Specific Plan document, and read the following language into the record: “(c) In order to assist in funding new fire facilities within the area, i.e., fire station, individual builders within Lompa Ranch North shall work with the Carson City Fire Department to participate in a fee program implemented by Carson City which provides funds (to be paid at the time of building permit) that are dedicated to fire improvements. In the absence of a current citywide impact fee program, fees shall be as follows for Lompa Ranch North: a minimum of \$1,000 per dwelling unit in a single-family or multi-family residential development. Also, a minimum fee of \$1,000 per 1,000 square feet of business, industrial, commercial, or lodging facilities. The Board of Supervisors reserves the right to use this fee to offset the cost to the City of other facilities that are incurred as a result of the impacts of the proposed development.” Mayor Crowell advised that the word “impact” would be removed from paragraph 3.8(d), and that the words “post-post” would be removed from paragraph 3.8(e).

Mayor Crowell called again for public comment and, when none was forthcoming, requested Supervisor Bonkowski to read the revision to the document adding paragraph 3.4(g): “(g) The development shall

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implement Low Impact Development (“LID”) standards to include the *Truckee Meadows Low Impact Development Standards Handbook*, current edition, or current LID standards adopted by Carson City.” In response to a question, Ms. Fralick reviewed the statutory definition of capital improvements.

Mr. Railey acknowledged agreement with the proposed revisions. (3:49:40) Engineering Manager Danny Rotter clarified that water and sewer connection fees are “their own individual thing. And that, while we're talking about \$1,000 to ... be determined then related to a development agreement, we're also going to ... think about citywide impact fees. Because there's water and sewer in that list, I just wanted to be clear that it's not \$1,000 or impact fees; that water and sewer are on their own.”

Mayor Crowell entertained additional public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to approve a Master Plan Amendment request from Blackstone Development Group (property owners MTK Properties, LLC, Arraiz Family Trust, and Tom and Martha Keating Family Trust) to create a new Specific Plan Area for the north portion of the existing Lompa Ranch Specific Plan Area, on property located at the north side of East Fifth Street, between Saliman Road and Airport Road, APNs 010-041-16, -38, -52, -70, -71, and -73, with the document revisions proposed by staff, and as discussed here today, and based on the findings contained in the staff report. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Mayor Crowell entertained Board member and public comments for item 34(B) and, when none were forthcoming, a motion. **Supervisor Bonkowski moved to introduce, on first reading, Bill No. 105, an ordinance to change the zoning from Single-Family One Acre and Agriculture to Single Family 6,000, Multi-Family Duplex, Multi-Family Apartment, Neighborhood Business, and General Commercial, on property located at the north side of East Fifth Street, between Saliman Road and Airport Road, APNs 010-041-16, -38, -52, -70, -71, and -73, based on the findings contained in the staff report. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

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**35. PUBLIC COMMENT** (3:53:22) - Mayor Crowell entertained public comment. (3:53:29) Fire Chief Bob Schreihans announced St. Baldwick's Day, and invited everyone to an event at Red's Old Highway 395 Grill. Supervisor Bonkowski cautioned everyone to be safe in celebrating St. Patrick's Day.

**36. ACTION TO ADJOURN** (3:54:58) - Mayor Crowell adjourned the meeting at 3:54 p.m.

The Minutes of the March 17, 2016 Carson City Board of Supervisors meeting are so approved this 21<sup>st</sup> day of April, 2016.

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ROBERT L. CROWELL, Mayor

ATTEST:

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SUSAN MERRIWETHER, Clerk - Recorder