

# CARSON CITY BOARD OF SUPERVISORS

## Minutes of the December 15, 2016 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 15, 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  
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** (8:31:05) - Mayor Crowell called the meeting to order at 8:31 a.m. In the absence of Salvation Army Lieutenant Mark Cyr, Mayor Crowell requested a moment of silence. At Mayor Crowell's request, Deputy Parks and Recreation Director Steve Brunner led the pledge of allegiance.

**5. PUBLIC COMMENT** (8:32:47) - Mayor Crowell entertained public comment. (8:32:57) Hope Tingle read a prepared statement into the record, advising of a discussion with Bruce Scott relative to the community's water supply, and discussing her opinion that public comment is "futile ... unless there is a pecuniary liability attached to it." Ms. Tingle thanked Supervisor Shirk for his service, Supervisor Bagwell for a recent telephone call, and the City employees who would be honored with longevity awards for their service. She discussed additional concerns, and Mayor Crowell thanked her for her comments.

(8:38:45) Gianna Jax introduced Marshall Jax, and read a prepared statement into the record commending her father, Supervisor Jim Shirk, on his four years of public service. The Board members, City staff, and citizens present applauded. Mayor Crowell entertained additional public comment; however, none was forthcoming.

**6. POSSIBLE ACTION ON APPROVAL OF MINUTES - November 17, 2016** (8:42:36) - Mayor Crowell entertained suggested revisions and, when none were forthcoming, a motion. **Supervisor Bonkowski moved to approve the minutes, as presented. Supervisor Abowd seconded the motion. Motion carried 5-0.**

**7. POSSIBLE ACTION ON ADOPTION OF AGENDA** (8:42:57) - Mayor Crowell advised that item 14 would be withdrawn at the request of the City Manager. Mayor Crowell entertained additional suggested modifications and, when none were forthcoming, deemed the agenda adopted, as amended.

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**8. SPECIAL PRESENTATIONS OF LENGTH OF SERVICE CERTIFICATES TO CITY EMPLOYEES** (8:43:19) - Mayor Crowell introduced this item and, at his request, the Board members joined him on the meeting floor. Mayor Crowell presented a Certificate of Appreciation to Business Development Manager Michael Salogga, commemorating five years of service to the City. Mayor Crowell read into the record a statement from the District and Justice / Municipal Court Judges commending Court Administrator Max Cortes. Mayor Crowell presented Ms. Cortes with a Certificate of Appreciation, commemorating 10 years of continuous and dedicated service. Mayor Crowell presented Supervisor Jim Shirk with a plaque commemorating his four years of service. The Board members, City staff, and citizens present applauded each of the honorees.

**ORDINANCES, RESOLUTIONS, AND OTHER ITEMS**

**9. CARSON CITY AIRPORT AUTHORITY - POSSIBLE ACTION TO APPROVE THE AMENDMENTS TO EXTEND THE AIRPORT LEASES, BETWEEN THE CARSON CITY AIRPORT AUTHORITY AND JOHN MAYES, LUDD CARRAO FAMILY REVOCABLE LIVING TRUST, SEIBOLD / TRI-MOTOR, LLC, AND SIERRA MOUNTAIN AIR PARK NORTH, LLC** (8:48:09) - Mayor Crowell introduced this item, and advised that he would abstain from discussion and action due to a past professional relationship with Airport Authority Counsel Steve Tackes. Mayor Crowell passed the gavel to Mayor *Pro Tem* Karen Abowd, and stepped away from the dais.

(8:48:48) Airport Authority Counsel Steve Tackes reviewed the agenda materials, and responded to questions of clarification. Extensive discussion followed.

Mayor *Pro Tem* Abowd entertained additional Board member questions or comments and, when none were forthcoming, entertained public comment. (9:17:30) Airport Authority Member and Carson Air Group President Phil Stotts circulated printed materials among the Board members. Mr. Stotts expressed the opinion that “for the benefit of the airport, in general, it's best not to go forward with this.” He advised of having circulated “the picture of [his] grandson because he's one year old and, if this lease is approved, he will be 51 years old. An entire generation will have gone by without the opportunity to be able to use those hangars. ... if this lease were to expire, he ... will be able to perhaps take advantage of this. The lease is too long.” Mr. Stotts cited from the *Guidebook for Developing and Leasing Airport Property*, and discussed a preference for “leases limited to only 30 - 35 years, with subsequent extensions of five to ten years after that period.”

Mr. Stotts expressed the opinion “we don't really have that big a fiscal problem because, for one thing, last August, we got \$70,000 back from the FAA. ... it's a refund of money that we paid out already for aerial mapping and realignment. ... And yesterday, we also got, from the Nevada Department of Transportation, \$15,227 from the Nevada Aviation Trust Fund. ... as far as the cash flow goes, we have done some things, under the leadership of previous chairmen.” Mr. Stotts discussed previous expenditures, and expressed the opinion that “cash flow for the future should be looking pretty good because we are not going to match funds to the FAA for further development of the airport. Most of that development is already done. ... we're at a point now where our fiscal situation is turning around ...”

Mr. Stotts expressed the opinion that using airport comps is appropriate. He referred again to the *Guidebook for Developing and Leasing Airport Property*, and suggested “this is just common sense ...” He expressed the opinion that the portion of the Reno International Airport “set aside for general aviation

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use only” should be considered as a comparable. He expressed the further opinion that the leases at the Carson City Airport “should be at least \$0.24 a square foot ... and comparison industrial property off the airport, that doesn't take into account that we have \$25 million worth of infrastructure improvement on the airport already ...”

Mr. Stotts expressed the opinion that extending the leases has the effect of “giving them a 72-year lease, starting from when they actually had the hangar and the property to when it will expire in 50 years. He referred again to the *Guidebook*, and stated, “The FAA says that anytime you go over 50 years, it's considered selling the property and, if there are significant improvements on the airport or if the FAA was involved in actually financing the property or providing the property, then, when you go over that 50-year mark, they can and they have made the Airport Authority or the airport sponsor ... pay back the amount of the value of that property. That's something that we don't want to do.”

Mr. Stotts discussed the importance of “keeping everything uniform to avoid future problems, future losses ...” He advised “there are other people ... hovering in the wings and wanting to jump on this if this is approved. One of them is my own Carson Air Group and the other are the executive hangars ...” In reference to Mr. Tackes' presentation, he discussed the present value of his hangar and others in the area and suggested “over this period of time, there is going to be a substantial increase in the value of these hangars. And it's not going to be just the CPI. It's huge and ... this is probably one of the driving forces behind trying to get this lease extended out further.

“Extending the lease also increases the value of the property because, obviously, you don't want to buy something that ... you'll be kicked out of ... maybe five or six years later. But this is assuming that, later on, ... the airport is just going to grab it, take it, and build something else there. I don't think that's going to happen because the hangars have value. It should be possible to renegotiate the lease down the line toward the time when it expires.

“Finally, these are like aircraft storage ... but there's a lot more in these hangars than aircraft storage. Some of them are basically Taj Mahal's masquerading as hangars. There's no real compelling need to help these people out by giving them a further extension.”

Mayor *Pro Tem* Abowd entertained questions or comments of the Board members and, when none were forthcoming, invited Mr. Tackes to respond. (9:29:34) Mr. Tackes expressed no “disdain for that academic paper ... but, the bottom line is, that's an academic paper. That's a bunch of people saying, 'here's a bunch of other bright ideas you should consider.' ... that's a great thing to have. ... we could all learn from that but that's not the standard in the statute. It's not the standard that we use here. Secondly, ... I don't see them saying, 'Set the rates based on lease rates in other communities.' What I see them saying is, 'Be educated; get as much information as you can.'

“... we do have lots on our airport that did appraise for more; lots that are much more comparable to Minden if you're going to make that comparison. Two years ago, we got an appraisal on the lot on the front of the airport and, I believe, it came in at \$0.26 ... .. it was a number higher than the numbers that we saw in Minden and certainly higher than \$0.12, but that was for a lot that has outside access to the road, has full ability to do all FBO activities and ... they can take utilities from the road. They don't have to take the utilities from the airport infrastructure.

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“If you're going to compare lots to lots, we could probably find some lots ... that compare well but these are not them. These are ... where we charge them for the infrastructure. They have a limited use. ... The comparison to the industrial lots, ... the appraiser took that into consideration; that the industrial lots have multiple uses. ... these lots are very restrictive; it's just for aircraft storage.

“And it's not about feeling sorry for these people. This is the right and fair thing to do and ..., even though Mr. Stotts has a different view of the financial situation that the airport's in, it's not about trying to find money to do the terminal renovation. ... that is a nice benefit to this, but this item should stand on its own two feet. Either it's fair to do or it's not fair to do. ... when we took the vote at the Airport Authority, five of seven believed that it was fair.”

In reference to other of Mr. Stotts' comments, Mr. Tackes advised that there are FAA grants “coming up.” He suggested that Mr. Stotts review the Airport Construction Improvement Plan filed with the FAA. “We do have projects coming up. We have gates, we have a lot of projects coming up and, unless they have money in the bank, saved for matching funds, those projects won't happen. ... the matching deal is the best deal that I've ever seen any place. We come up with six percent of the money, the FAA contributes the other 94 percent. So, if we've got \$60,000 in the bank, we can get \$1 million worth of work done on the airport. And we've consistently done that over the last ... fifty years or so. ... if things don't turn around, we are in jeopardy of not being able to ... accept the grant and do the work that we've projected to do.”

Mr. Tackes responded to questions of clarification, and discussion followed. Mr. Tackes pointed out, “At the end of the leases, we have the option ... to either tell them ... we'll accept the hangar that's still there or we can direct them to remove it and bring it back to ... just bare dirt. There is something at the end ... but if you don't have people that are reinvesting in it, what you'll have at the end of the 50 years is something you're probably going to want to tear down.” Additional discussion followed, and Supervisor Bagwell advised that franchise agreements require “reinvest[ment] in the business or the equipment every ten years and bring it up to date.” She suggested adding appropriate language to the leases which would indicate due consideration for the CPI adjustment. Mr. Tackes commended the idea, and expressed the opinion, “that's a win-win solution because then you've got everybody working the same end.”

Supervisor Bonkowski invited Airport Manager Tim Rowe to the meeting table. Supervisor Bonkowski read into the record a “clause [from] the design standard handbook ...” In response to a question, Mr. Rowe provided background information on renovations to the terminal building. “I gave the Authority options. The option that was accepted was to ... replace the roof and mitigate the mold in the terminal. The Authority approved an expenditure of \$89,000 and I tried to make that clear that this \$89,000 was going to go higher because ... we had to bring things to Code and, if you touch it, you fix it. And now the terminal expenditures have gone to about \$103,000, ... but there was an increase. It is complete now. I'm actually moving back into the terminal this week.

“The options I gave would have decreased those costs; however, we do know that in 2012, we did an expenditure for an aerial survey for the airport. The Airport Authority approved a \$75,000 expenditure for that and, in September, we received a reimbursement for that for \$70,000. That was something we hoped for ... We are aided also by the Nevada Aviation Trust Fund where the state has supplied money for rural airports and, believe it or not, Carson City is considered a rural airport ... And a portion of our matching funds for the North Apron Reconstruction Project, we will get from the state, ... \$15,227. That brings our reimbursements ... to \$85,000 and change. So that's a big help.

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“Financially, ... we've got a very tight budget and it's tight because the matching funds for the North Apron Project came in at \$166,000. When you take into consideration another \$100,000 for the renovation of the terminal, it makes things especially tight. So, because of these reimbursements that were not counted on in the budget, we actually are not in too bad of shape. ... We'll do whatever we can to keep from going into our reserve fund of the prepaid leases ...”

In response to a question, Mr. Rowe expressed agreement with Supervisor Bagwell's earlier comments. “You're looking at an extended lease in the middle of the term which actually adds time to the length of the lease ...” With regard to the economy, he suggested that “things are starting to turn around now. In ten, fifteen years, we might be back on top ... and those lease rates will obviously be higher.” Mr. Rowe expressed the opinion that “this is something that we ought to think about.”

Mayor *Pro Tem* Abowd entertained additional questions or comments of the Board members and, when none were forthcoming, entertained public comment. When no public comment was forthcoming, Mayor *Pro Tem* Abowd closed public comment.

Supervisor Bonkowski advised of no argument with the value of the appraisal. He inquired as to whether we're “backed into a corner on this? Is there going to be financial harm done to the airport if we don't approve this because of the contributions? And ... I'm hearing ... that we can make this work if those contributions are accepted. My second question is why now? Why extend the leases in the middle of the term? I understand the amortization part of it. I understand the added value part but it seems ... that we are in a position where, if we approve these leases today that we're setting a precedent for other storage-only leases to re-set at this rate and get a longer term ... if we turn them down today and wait for the market to improve, ... we would be in a better negotiating position a few years from now on the appraised value, ... and ... it gives us a chance to also include some of the additional language that we've talked about to make the leases a little bit stronger. ... I think ... I would rather wait and let the market improve before we approve any additional term extensions.”

Supervisor Bagwell suggested waiting another month “to see if some of the discussions that we've had today could be incorporated into these at the next meeting.” Following a brief discussion, Mr. Tackes offered to “go back to them ... and see what happens and ... bring it back to you before the appraisal expires. Whether I bring back something that meets this criteria or not ... remains to be seen ...” Mr. Tackes acknowledged sufficient direction from the Board to take back to the subject tenants.

**Supervisor Bonkowski moved to table the item until the next meeting. Supervisor Bagwell seconded the motion.** Mayor *Pro Tem* Abowd called for a vote on the pending motion.

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

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(9:49:05) Mayor *Pro Tem* Abowd recessed the meeting at 9:49 a.m. Mayor Crowell reconvened the meeting at 9:58 a.m.

**10. PARKS AND RECREATION DEPARTMENT - POSSIBLE ACTION ON PROPOSED RENEWAL OF THE LEASE AGREEMENT FOR THE WUNGNEMA HOUSE, WITH AMENDED LANGUAGE TO INCLUDE AUTOMATIC ANNUAL RENEWAL IN SECTION 1, "LEASE TERM," AND TO HAVE THE MAYOR SIGN THE AGREEMENT ON BEHALF OF THE CITY**

(9:58:02) - Mayor Crowell introduced this item, and entertained disclosures. Supervisor Bagwell read into the record a prepared disclosure statement, advised of no disqualifying conflict, and that she would participate in discussion and action. Mayor Crowell entertained additional disclosures; however, none were forthcoming.

Deputy Parks and Recreation Director Steve Brunner introduced Foundation for Carson City Parks and Recreation ("the Foundation") President David Bugli. Mr. Brunner thanked the Foundation for their partnership, and provided an overview of the agenda materials.

Mr. Bugli advised that the proposed lease agreement was reviewed and approved by the Parks and Recreation Commission and the Foundation Board. At Mr. Bugli's request, Supervisor Bonkowski reviewed revisions proposed subsequent to publication of the agenda materials, and discussion ensued.

Mayor Crowell entertained additional discussion and, when none was forthcoming, public comment. When no public comment was forthcoming, Mayor Crowell entertained a motion. **Supervisor Abowd moved to approve the renewal of the lease, between the City and the Foundation for Carson City Parks and Recreation, Inc., for the use of the Wungnema House, with the updated language presented today, and to authorize the Mayor to sign the Lease Agreement on behalf of Carson City. Supervisor Bonkowski seconded the 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 Brad Bonkowski</b>
<b>AYES:</b>	<b>Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**11. PURCHASING AND CONTRACTS**

**11(A) POSSIBLE ACTION TO AWARD CONTRACT NO. 1617-084, SAFE DRINKING WATER ACT ANALYTICAL SERVICES TO EUROFINS EATON ANALYTICAL, INC., FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$195,643, OVER THREE CALENDAR YEARS, TO BE FUNDED FROM THE WATER FUND, LABORATORY EXPENSE ACCOUNT IN FY 17 - FY 20**

(10:07:41) - Mayor Crowell introduced this item, and Utility Manager David Bruketta reviewed the agenda materials. Mr. Bruketta acknowledged that the contract amount had been budgeted. Mayor Crowell entertained additional questions or comments of the Board members and of the public. When no questions or comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to award Contract No. 1617-084, Safe Drinking Water Act Analytical Services, to Eurofins Eaton**

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**Analytical, Inc., for a total not-to-exceed amount of \$195,643, over three calendar years, to be funded from the Water Fund, Laboratory Expense Account in FY 17 through FY 20. 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 Brad Bonkowski
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Bonkowski, Bagwell, Abowd, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**11(B) POSSIBLE ACTION TO APPROVE CONTRACT NO. 1617-083, TO FIND THAT SUSAN PINTAR, M.D. IS QUALIFIED TO SERVE AS THE CARSON CITY HEALTH OFFICER; TO APPOINT SUSAN PINTAR, M.D. AS THE CARSON CITY HEALTH OFFICER, PURSUANT TO CCMC 9.01.030 AND CCMC 9.01.050; TO SET THE COMPENSATION OF THE COUNTY HEALTH OFFICER AT A NOT-TO-EXCEED AMOUNT OF \$28,000 PER CALENDAR YEAR, TO BE PAID IN EQUAL MONTHLY PAYMENTS OF \$2,366.67, FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2018, WHICH WILL BE FUNDED 30% FROM THE WIC PROFESSIONAL SERVICES ACCOUNT IN THE GRANT FUND AND 70% FROM THE HEALTH ADMINISTRATION PROFESSIONAL SERVICES ACCOUNT IN THE GENERAL FUND IN FY 17 - FY 19 (10:10:57)** - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials, including late material which was distributed prior to the start of the meeting. Ms. Tadman advised that the City covers the cost of Dr. Pintar's professional liability insurance. The current annual premium is \$28,782, which "covers Dr. Pintar, Dr. McFerrin, and the health clinics and a few former doctors. Dr. Pintar's portion is approximately \$6,700 a year and that is budgeted and paid for through the insurance fund. Dr. Pintar and Health and Human Services Department Director Nicki Aaker responded to questions of clarification relative to the professional liability insurance costs.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to approve Contract No. 1617-083; to find that Dr. Susan Pintar is qualified to serve as the Carson City Health Officer; to appoint Susan Pintar, M.D. as the Carson City Health Officer, pursuant to CCMC 9.01.030 to CCMC 9.01.050; to set the compensation of the county health officer at a not-to-exceed amount of \$28,400 per calendar year, to be paid in equal monthly payments of \$2,366.67, from January 1, 2017 through December 31, 2018, which will be funded 30 percent from the WIC Professional Services Account in the Grant Fund, and 70% from the Health Administration Professional Services Account in the General Fund in FY 17 to FY 19. Supervisor Bagwell 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 [5 - 0]</b>
<b>MOVER:</b>	<b>Supervisor Karen Abowd</b>
<b>SECOND:</b>	<b>Supervisor Lori Bagwell</b>
<b>AYES:</b>	<b>Supervisors Abowd, Bagwell, Bonkowski, Shirk, and Mayor Crowell</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

Mayor Crowell commended Dr. Pintar on her service to the community. Dr. Pintar thanked the Board, and commended the Health and Human Services Department staff.

**12. HEALTH AND HUMAN SERVICES DEPARTMENT**

**12(A) POSSIBLE ACTION TO APPROVE A FULL-TIME CITY POSITION, PUBLIC HEALTH PREPAREDNESS (“PHP”) PLANNER, TO REPLACE THE EXISTING FULL-TIME CONTRACTUAL PHP PLANNER POSITION WHICH IS CURRENTLY BUDGETED AND FUNDED BY PHP GRANTS (10:17:33)** - Mayor Crowell introduced this item. Health and Human Services Department Director Nicki Aaker provided background information, reviewed the agenda materials, and responded to questions of clarification. (10:24:25) Public Health Preparedness Manager Angela Barosso provided background information on the grant funding. She advised of having received “the same amount of funding for the last three years. We've been able to support these two planner positions. So, in July 1, 2017, that begins another five-year program and that's why we feel pretty confident that these funds are going to continue. And also because they did start as ... bio-terrorism right after 9 / 11. They have now changed to become all-hazards preparedness and that's why we work closely with emergency management as well as our hospitals and health care systems.” Ms. Barosso explained “the value is that we actually work with our hospital and our other health care systems to make sure that we have a health care evacuation annex. We have a medical surge plan if something happened to the hospital and how we support them in those efforts, along with emergency management. That's on the health care system side. On the community preparedness side, those are the big exercises that we do, the big flu clinics that we do in order for the community to be prepared in case we had to ... give vaccinations. But we also work a lot with the vulnerable populations, ... with the group homes for people who are either disabled, ... low literacy, that kind of thing. And so our plans include them and how we reach them with communications, how we communicate with the public in an emergency. So those are the things that we would have to look at and whether or not the community thinks that those are of value if those grants go away.”

Mayor Crowell entertained additional Board member questions or comments and public comments and, when none were forthcoming, a motion. **Supervisor Bagwell moved to approve a full-time City CCEA position, Public Health Preparedness Planner, to replace the existing full-time contractual PHP Planner position which is currently budgeted and funded by PHP grants. 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>	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

**12(B) POSSIBLE ACTION TO AUTHORIZE CARSON CITY TO ACCEPT A GRANT AWARD, IN THE AMOUNT OF \$92,066, FROM THE NEVADA DIVISION OF PUBLIC AND BEHAVIORAL HEALTH, EPIDEMIOLOGY, AND LABORATORY CAPACITY FOR INFECTIOUS DISEASE, FOR THE PERIOD OF AUGUST 1, 2016 TO JULY 31, 2017 (10:27:43) -** Mayor Crowell introduced this item. Health and Human Services Department Director Nicki Aaker provided background information and reviewed the agenda materials. Disease Control and Prevention Division Manager Dustin Boothe and Ms. Aaker responded to questions of clarification, and discussion ensued.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to authorize Carson City to accept a grant award, in the amount of \$92,066, from the Nevada Division of Public and Behavioral Health, Epidemiology, and Laboratory Capacity for Infectious Disease, for the period of August 1, 2016 through July 31, 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

**13. FINANCE DEPARTMENT**

**13(A) POSSIBLE ACTION TO ACCEPT THE CARSON CITY COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2016 (10:39:21) -** Mayor Crowell introduced this item, and entertained disclosures. Supervisor Bagwell read a prepared disclosure statement into the record, advised of no disqualifying conflict, and that she would participate in discussion and action. Mayor Crowell entertained additional disclosures and, when none were forthcoming, Chief Financial Officer Nancy Paulson introduced Deputy Chief Financial Officer Sheri Russell, Accounting Manager Pamala Ganger, and Eide Bailly, LLP Engagement Partner Dan Carter. Ms. Paulson also recognized Accounting Manager Jamie Stevenson, who was not present in the meeting room.

Mr. Carter narrated a SlideShow presentation of the comprehensive annual financial report, copies of which were included in the agenda materials. Mr. Carter, Ms. Paulson, and Ms. Russell responded to questions of clarification throughout the presentation, and discussion followed.

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In conjunction with displayed slides, Mr. Marano commended Ms. Paulson and the Finance Department staff. He advised that Ms. Paulson “has actually put the City in a pretty favorable position here; very conservative view of both revenues and expenditures. ... We're going to step through the budgeting process for the next fiscal year. We've already started it internally. ... We're improving and expanding the performance metrics so that we can move to a performance-based budgeting model.” Mr. Marano reiterated his appreciation for Ms. Paulson's work.

Ms. Paulson, Supervisor Bonkowski, Transportation Manager Patrick Pittenger, and Ms. Russell responded to additional questions of clarification. Mayor Crowell commended Ms. Paulson and the Finance Department staff. Ms. Paulson thanked her staff, and expressed appreciation for all “the long hours and late nights to get this little book developed.”

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to accept the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016. 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 Brad Bonkowski
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Bonkowski, Bagwell, Abowd, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**13(B) POSSIBLE ACTION TO ADOPT THE CARSON CITY PLAN OF CORRECTIVE ACTION FOR THE FY 15 - 16 STATUTORY VIOLATION INCLUDED IN THE ANNUAL AUDIT (11:11:21)** - Mayor Crowell introduced this item, and entertained Board member and public questions or comments. When no questions or comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Bagwell moved to adopt the Carson City Plan of Corrective Action for the FY 15 - 16 statutory violation included in the annual audit. 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

**13(C) POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY, AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES, THROUGH DECEMBER 5, 2016, PURSUANT TO NRS 251.030 AND NRS 354.290 (11:11:50)** - Mayor Crowell introduced this item, and entertained questions or comments of the Board members and the public. When no questions or comments were forthcoming, Mayor Crowell entertained a motion.

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**Supervisor Bonkowski moved to accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures, through December 5, 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 Brad Bonkowski
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Bonkowski, Bagwell, Abowd, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**14. COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION - POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 4, LICENSES AND BUSINESS REGULATIONS, CHAPTER 13, LIQUOR BOARD AND LIQUOR LICENSING AND SALES, BY AMENDING SECTION 4.13.010, DEFINITIONS, TO MODIFY EXISTING DEFINITIONS FOR “BEER,” “BUSINESS LICENSE DIVISION,” “DIRECTOR,” AND “WINE,” AND TO ADD DEFINITIONS FOR “BREW PUB,” “BREWERY,” “CRAFT DISTILLERY,” “INTOXICATING LIQUOR,” “LICENSE,” AND “WHOLESALE DEALER;” AMENDING SECTION 4.13.030, POWERS AND DUTIES OF THE BOARD, TO ALLOW FOR THE APPOINTMENT OF A HEARINGS OFFICER TO GRANT OR DENY APPLICATIONS AND TO CONSIDER APPEALS OF HEARINGS OFFICER DECISIONS; ADDING SECTION 4.13.035, POWERS AND DUTIES OF THE HEARINGS OFFICER, TO SET FORTH DUTIES AND PROCEDURES FOR THE HEARINGS OFFICER; AMENDING SECTION 4.13.040, LICENSE REQUIRED, TO STATE THAT FAILURE TO OBTAIN A LICENSE IS A MISDEMEANOR; AMENDING SECTION 4.13.050, CLASSES OF LICENSES - SEPARATE ENTITY, TO ADD BREW PUB, BREWERY, AND CRAFT DISTILLERY LIQUOR LICENSES; AMENDING SECTION 4.13.060, APPLICATION FOR LICENSE, TO CHANGE THE APPLICATION FOR A LICENSE FROM THE BOARD TO THE HEARINGS OFFICER AND TO REQUIRE A SWORN AFFIDAVIT BY THE LIQUOR MANAGER THAT ALL EMPLOYEES WILL COMPLETE SERVER TRAINING; AMENDING SECTION 4.13.070, INVESTIGATION - FEES, TO EXEMPT WHOLESALE DEALERS FROM THE BACKGROUND INVESTIGATION REQUIREMENT; AMENDING SECTION 4.13.080, INVESTIGATIONS - DUTIES OF SHERIFF, TO CHANGE THE REPORTING OF BACKGROUND INVESTIGATIONS FROM THE BOARD TO THE BUSINESS LICENSE DIVISION; AMENDING SECTION 4.13.100, LICENSE - PROCEDURE, TO CHANGE THE CONSIDERATION OF LICENSES FOR APPROVAL AND DENIAL FROM THE BOARD TO THE HEARINGS OFFICER; ADDING SECTION 4.13.102, APPEALS, TO SET FORTH PROVISIONS FOR THE APPEAL OF HEARINGS OFFICER DECISIONS TO THE BOARD; AMENDING SECTION 4.13.110, LICENSE - FEES, TO STATE THAT LICENSE FEES WILL BE PRORATED AND TO MODIFY PROVISIONS FOR PENALTIES RELATED TO NON-PAYMENT OF LICENSE FEES; AMENDING SECTION 4.13.115, DEATH OF OR CHANGE TO PERSON LISTED ON A LICENSE, TO REQUIRE THAT AN UPDATED APPLICATION BE FILED WHEN THE LIQUOR MANAGER CHANGES AND THAT A CHANGE IN LIQUOR MANAGER REQUIRES APPROVAL BY THE HEARINGS OFFICERS; AMENDING SECTION**

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**4.13.120, LICENSE - TRANSFERABILITY, USE AND REACTIVATION, TO ALLOW FOR CERTAIN CHANGES TO EXISTING LICENSES, TO ALLOW FOR THE SERVING, SALE, AND DISPENSING OF ALCOHOL IN THE PUBLIC RIGHT-OF-WAY WITH AN ENCROACHMENT PERMIT, AND TO ALLOW FOR REACTIVATION OF EXISTING LICENSES UNDER CERTAIN CIRCUMSTANCES; AMENDING SECTION 4.13.125, ISSUANCE OR DENIAL OF LICENSE, TO CHANGE THE GRANTING OR DENYING OF LICENSES FROM THE BOARD TO THE HEARINGS OFFICER; CHANGING SECTION 4.13.135, REACTIVATION OF PRIOR EXISTING LICENSE TO SECTION 4.13.135, ENFORCEMENT AUTHORITY, AND TO OUTLINE VARIOUS ENFORCEMENT DUTIES; AMENDING SECTION 4.13.140, GROUNDS FOR DISCIPLINARY ACTION, TO ADD A PROVISION CONSISTENT WITH NRS THAT THE BOARD HAS THE POWER TO RECOMMEND TO THE STATE DEPARTMENT OF TAXATION SUSPENSION OR REVOCATION OF A LICENSE; AMENDING SECTION 4.13.150, DISCIPLINARY ACTION PROCEDURE AND PENALTIES, TO ALLOW THE DIRECTOR TO INVESTIGATE CONDUCT OF ANY LICENSEE, TO CHANGE THE TIME FRAME IN WHICH A PENALTY MAY BE IMPOSED FOR CRIMINAL CITATIONS FROM SIX MONTHS TO 12 MONTHS, TO REDUCE THE FINE FOR THE THIRD OFFENSE FOR CRIMINAL CITATIONS RELATED TO THE SALE OF LIQUOR FROM \$1,500.00 TO \$1,000.00, AND TO ADD A PROVISION CONSISTENT WITH NRS THAT THE BOARD HAS THE RIGHT TO SUSPEND OR REVOKE SUMMARILY ANY LICENSE UNDER CERTAIN CIRCUMSTANCES; AMENDING SECTION 4.13.210, POSSESSION OF OPEN LIQUOR AND CONSUMPTION OF LIQUOR IN PUBLIC PROHIBITED, TO PROVIDE AN EXCEPTION WHEN AN ENCROACHMENT PERMIT IS OBTAINED TO OCCUPY THE PUBLIC RIGHT-OF-WAY ADJACENT TO THE BUSINESS - Deferred.**

**15. CLERK - RECORDER - POSSIBLE ACTION TO ADOPT A RESOLUTION ESTABLISHING THE HOURLY FEE FOR SERVICES PERFORMED BY THE PUBLIC ADMINISTRATOR** (11:12:26) - Mayor Crowell introduced this item. Clerk - Recorder Sue Merriwether reviewed the agenda materials and responded to questions of clarification. Ms. Fralick clarified that the rate is required to be approved by the Board of Supervisors. Ms. Merriwether responded to additional questions of clarification.

Supervisor Abowd read a portion of NRS 253.091(3) into the record, and Ms. Fralick advised that an ordinance would be required. Supervisor Abowd suggested “go[ing] about it in that fashion such that ... all bases are covered. And then you're not scrambling to try and figure out how you're going to do it. It's set out. It's straightforward.” Following discussion, Ms. Merriwether advised that full administration of an estate is audited by the court. Discussion followed with regard to the proposed hourly rate. In response to a question, Ms. Fralick read from the applicable statute.

Mayor Crowell entertained public comment; however, none was forthcoming. Supervisor Bonkowski agreed with Supervisor Bagwell's “point that there are some distinctions between public guardian and public administrator.” **Supervisor Bonkowski moved to adopt a resolution establishing the hourly fee in the amount of \$150 per hour for services performed by the public administrator. Supervisor Bagwell seconded the motion.** Mayor Crowell proposed an amendment to indicate the motion is made pursuant to NRS 253.050. **Supervisor Bonkowski so amended his motion. Supervisor Bagwell continued her second.** Mayor Crowell entertained discussion on the motion. In response to a question, Ms. Merriwether reiterated the purpose for having proposed an hourly rate. Supervisor Abowd reiterated

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the suggestion to propose an ordinance, and Ms. Merriwether agreed. Supervisor Bonkowski provided background information on the reason for specifying the \$150 hourly rate. Mayor Crowell strongly encouraged Ms. Merriwether to formally bill the estates she administers, and discussion ensued. Mayor Crowell entertained additional 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 Lori Bagwell
<b>AYES:</b>	Supervisors Bonkowski, Bagwell, Abowd, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

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

**LEGISLATIVE MATTERS (2:08:38)** - Mayor Crowell introduced this item, and Mr. Marano provided an update.

**FUTURE AGENDA ITEMS**

**STATUS REVIEW OF PROJECTS**

**INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS** - In conjunction with a visual display, Mr. Marano discussed emergency management preparations relative to the possibility of destructive weather. Mr. Marano proposed a Board retreat during the week of January 23, 2017, and requested the Board members to advise him of their availability.

**CORRESPONDENCE TO THE BOARD OF SUPERVISORS**

**STATUS REPORTS AND COMMENTS FROM BOARD MEMBERS (11:58:49)** - Supervisor Shirk suggested establishing a water and sewer utility rate assistance program, improving the method by which funds are distributed within the capital improvement program, evaluating City assets “sooner rather than later,” granting “elected officials ... the right to have an agenda item at least once a quarter with no restrictions ...” He expressed the belief that no Board member “should serve as a chairperson of any committee, commission, or board.” He suggested that any PowerPoint presentation “should be part of our package.” “Also, if a Board member has a known conflict of interest with an agenda item prior to the Board meeting, they should not be receiving any information regarding that agenda item. If a Board member recuses themselves from an agenda item, they cannot return to the dais or talk with staff or with Board members that are overseeing that agenda item while it is still in progress. Also, City staff is making numerous comments on social media and doing so by identifying themselves as City employees. ... The City should ... have a policy how City staff members should make their posts on social media. Also, the table that is here today should be at all meetings that City staff or the City puts on. We have meetings where people have to stand ... We have them sit here at the Board meetings. Citizens should be able to sit at every meeting wherever they are attending.” Mayor Crowell entertained additional Board member comments; however, none were forthcoming.

**STAFF COMMENTS AND STATUS REPORT**

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**RECESS AND RECONVENE BOARD OF SUPERVISORS MEETING (12:01:40; 1:31:18)** - Mayor Crowell recessed the meeting at 12:01 p.m., and reconvened the meeting at 1:31 p.m.

**17. CITY MANAGER**

**17(A) POSSIBLE ACTION TO APPOINT DOUG MARTIN TO THE NEVADA TAHOE CONSERVATION DISTRICT FOR A TWO-YEAR TERM, ENDING DECEMBER 31, 2018 (1:31:28)** - Mayor Crowell introduced this item, and entertained public comment. When no public comment was forthcoming, he entertained a motion. **Supervisor Bagwell moved to appoint Doug Martin to the Nevada Tahoe Conservation District for a two-year term ending December 31, 2018. 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

**17(B) POSSIBLE ACTION TO REAPPOINT DENISE STEWART AND WENDY TALAVERA TO THE 9-1-1 SURCHARGE ADVISORY COMMITTEE, EACH FOR A TERM THAT WILL EXPIRE ON DECEMBER 31, 2018 (1:32:03)** - Mayor Crowell introduced this item, and entertained a motion. **Supervisor Abowd moved to ratify the City Manager's recommendation to reappoint Denise Stewart and Wendy Talavera to the 9-1-1 Surcharge Advisory Committee, each for a term that will expire on December 31, 2018. 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

**17(C) POSSIBLE ACTION TO APPOINT ONE MEMBER TO THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION FOR A TWO-YEAR TERM THAT EXPIRES DECEMBER 31, 2018 (1:32:51)** - Mayor Crowell introduced this item, and provided an overview of the agenda materials. (1:33:39) Mayor Crowell invited Randall Gaa to the meeting table, and thanked him for his application. In response to a question, Mr. Gaa discussed his involvement with Muscle Powered and his interest in serving. He responded to additional questions regarding his thoughts on funding for streets in Carson City; his prioritization of the following: the relation of the proposed work to the projects already constructed or authorized, the relative need for the project compared to the others proposed, and the funds available; his thoughts on Carson City's complete streets policy; priorities for the City's ending funding balance; and the method by which to schedule street repair / maintenance. Mayor Crowell commended Mr.

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Gaa on his articulate interview, and expressed appreciation for all that Muscle Powered contributes to the community. He thanked Mr. Gaa for his application.

Mayor Crowell invited Mark Kimbrough to the meeting table. Mr. Kimbrough responded to questions regarding his interest in being reappointed and his experience relative to the position; "what's working" for the commission relative to process; priorities for the City's ending fund balance; his thoughts on Carson City's complete streets policy and the relationship between autos, bicycles, and pedestrians; his prioritization of the following: the relation of the proposed work to other projects already constructed, the relative need for the project compared to others proposed, and available funds.

Mayor Crowell entertained discussion of the Board members. Following discussion, Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to reappoint Mark Kimbrough to the Carson City Regional Transportation Commission for a two-year term that expires December 31, 2018. 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 thanked Mr. Gaa and Mr. Kimbrough for applying and for participating in the interview process.

**17(D) POSSIBLE ACTION TO SUBMIT THE NOMINATION OF PAUL ESSWEIN TO THE TAHOE REGIONAL PLANNING AGENCY FOR REAPPOINTMENT TO SERVE AS CARSON CITY'S LAY MEMBER OF THE ADVISORY PLANNING COMMISSION (2:07:47)** - Mayor Crowell introduced this item, reviewed the agenda materials, and entertained public comment. When no public comment was forthcoming, Mayor Crowell entertained a motion. **Supervisor Abowd moved to submit the nomination of Paul Esswein to the Tahoe Regional Planning Agency for reappointment to serve as Carson City's lay member of the Advisory Planning Commission. 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

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**17(E) POSSIBLE ACTION TO RATIFY THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER, FOR THE PERIOD OF NOVEMBER 5, 2016 THROUGH DECEMBER 2, 2016 (2:08:25)** - Mayor Crowell introduced this item, and entertained questions or comments. When no questions or comments were forthcoming, Mayor Crowell entertained public comment. When no public comment was forthcoming, Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to ratify the approval of bills and other requests for payments by the City Manager, for the period of November 5, 2016 through December 2, 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

**18. PUBLIC COMMENT (2:18:00)** - Mayor Crowell entertained public comment, and Supervisor Shirk read a prepared statement into the record. Mayor Crowell entertained additional public comment, and the Board members wished everyone Merry Christmas.

**19. ACTION TO ADJOURN (2:24:51)** - Mayor Crowell adjourned the meeting at 2:24 p.m.

The Minutes of the December 15, 2016 Carson City Board of Supervisors meeting are so approved this 19<sup>th</sup> day of January, 2017.

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ROBERT L. CROWELL, Mayor

ATTEST:

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SUSAN MERRIWETHER, Clerk - Recorder