

## **CARSON CITY BOARD OF SUPERVISORS**

### **Minutes of the December 21, 2017 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 21, 2017 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 John Barrette, Ward 4

**STAFF:** Nick Marano, City Manager

Sue Merriwether, Clerk - Recorder

Nancy Paulson, Deputy City Manager

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 Clerk's Office, during regular business hours.

**1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, PLEDGE OF ALLEGIANCE (8:33:17)** - Mayor Crowell called the meeting to order at 8:33 a.m. Ms. Merriwether called the roll; a quorum was present. Chad Adamik, of St. Paul's Lutheran Family, provided the invocation. At Mayor Crowell's request, Supervisor Bagwell led the Pledge of Allegiance.

**5. PUBLIC COMMENT (8:35:56)** - Mayor Crowell entertained public comment; however, none was forthcoming.

**6. POSSIBLE ACTION ON APPROVAL OF MINUTES - December 7, 2017 (8:36:26)** - Mayor Crowell introduced this item, and entertained a motion. **Supervisor Bonkowski moved to approve the minutes, as presented. The motion was seconded and carried unanimously.**

**7. POSSIBLE ACTION ON ADOPTION OF AGENDA (8:37:04)** - Mayor Crowell introduced this item, and entertained modifications to the agenda. Mr. Marano recommended deferring item 15(B) to a future meeting. Mayor Crowell entertained additional modifications to the agenda and, when none were forthcoming, deemed the agenda adopted as modified.

### **CONSENT AGENDA**

(8:37:56) - Mayor Crowell entertained requests to hear items separate from the consent agenda, and Supervisor Bonkowski requested to separately hear item 11(B). Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to approve the consent agenda, consisting of all items under 8, 9, 10, and 11(A). Supervisor Bagwell seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote. (8:43:06) Mayor Crowell re-opened this item in order that the Resolution for item 8(D) could be incorporated into the action. **Supervisor Bonkowski moved to approve the consent agenda, consisting of all items under 8, with the Resolution No. for item 8(D) being 2017-R-42, all items under 9, all items under 10, and 11(A). Supervisor Abowd**

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**seconded the motion.** Mayor Crowell called for a vote on the pending motion.

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

### **8. CITY MANAGER**

**8(A) POSSIBLE ACTION TO RATIFY THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER, FOR THE PERIOD OF NOVEMBER 4, 2017 THROUGH DECEMBER 8, 2017**

**8(B) POSSIBLE ACTION TO REAPPOINT STACEY GIOMI AND DENISE BAUER TO THE 9-1-1 SURCHARGE ADVISORY COMMITTEE, EACH FOR A TERM THAT WILL EXPIRE ON DECEMBER 31, 2019**

**8(C) POSSIBLE ACTION TO REAPPOINT MICHAEL BERTRAND TO THE CARSON CITY AUDIT COMMITTEE FOR A TWO-YEAR TERM THAT EXPIRES IN DECEMBER 2019**

**8(D) POSSIBLE ACTION TO ADOPT A RESOLUTION AUTHORIZING THE MAYOR OF CARSON CITY, NEVADA TO PERFORM MARRIAGES**

**9. FINANCE DEPARTMENT - POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES, THROUGH DECEMBER 8, 2017, PURSUANT TO NRS 251.030 AND NRS 354.290**

**10. PARKS AND RECREATION DEPARTMENT - POSSIBLE ACTION TO APPOINT AND AUTHORIZE THE MAYOR, THE CITY CLERK - RECORDER, OR A DESIGNEE TO SWEAR MR. WILLIAM G. KIMMEL, MAI, AS THE APPRAISER FOR CARSON CITY WITH REGARD TO A SELF-CONTAINED SUMMARY APPRAISAL FOR 20 ACRES OF VACANT LAND LOCATED ON U.S. HIGHWAY 50 WEST, APN 007-051-81, AND CURRENTLY OWNED BY MR. W. MICHAEL FAGEN**

### **11. PUBLIC WORKS DEPARTMENT**

**11(A) POSSIBLE ACTION TO APPROVE THE LEASE AMENDMENTS REGARDING MAINTENANCE RESPONSIBILITIES FOR CAPITAL CITY C.I.R.C.L.E.S. INITIATIVE, NEVADA RURAL COUNTIES RSVP PROGRAM, INC., AND RON WOOD FAMILY RESOURCE CENTER, TENANTS AT THE NORTHGATE COMPLEX LOCATED AT 2621 NORTHGATE LANE, ALSO KNOWN AS APN 002-062-05**

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**11(B) POSSIBLE ACTION TO ADOPT A RESOLUTION DETERMINING THAT CARSON CITY'S OWNERSHIP INTEREST IN WATER PERMIT 36079, CERTIFICATE 11627, FOR 8.62 ACRE FEET ANNUALLY OF WATER, LOCATED IN WASHOE VALLEY, IS NOT REQUIRED FOR PUBLIC USE AND THE SALE OF THESE WATER RIGHTS IS DESIRABLE AND IN THE BEST INTEREST OF THE CITY, PURSUANT TO NRS 533.550 AND NRS 332.185, THEREBY AUTHORIZING THE SALE OF THESE RIGHTS TO JULIAN SMITH, IN THE AMOUNT OF \$25,000** (8:39:05) - Mayor Crowell introduced this item. Real Property Manager Stephanie Hicks reviewed the agenda materials, and responded to questions of clarification. Supervisor Bonkowski pointed out a typographical correction at page 1 of the Water Rights Purchase Agreement. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to adopt Resolution No. 2017-R-43, determining that Carson City's interest in Water Permit 36079, Certificate 11627, located in Washoe Valley, totaling 8.62 acre-feet, is not required for public use, and to authorize the sale of those water rights to Julian Smith, in the amount of \$25,000. Supervisor Barrette 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>MOVED:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor John Barrette
<b>AYES:</b>	Supervisors Abowd, Barrette, Bonkowski, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

### ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

**12. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME** (8:38:55) - Please see the minutes for item 11(B).

**13. COURTS - POSSIBLE ACTION TO SET THE JUSTICE OF THE PEACE / MUNICIPAL COURT JUDGES SALARY, PURSUANT TO SENATE BILL 42, PASSED BY THE LEGISLATURE IN 2017** (8:44:00) - Mayor Crowell introduced this item, and welcomed Court Administrator Max Cortes and Municipal Court Judge John Tatro to the meeting table. Judge Tatro reviewed the agenda materials, and responded to questions of clarification. Supervisor Bagwell pointed out the importance of including longevity in the motion. 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 Bagwell moved to set the Justices of the Peace / Municipal Court Judges' base salary to \$145,000, beginning January 1, 2019, and to continue the longevity schedule in accordance with the applicable statute for all other elected officials. 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>MOVED:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bagwell, Abowd, Bonkowski, Barrette, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Mayor Crowell commended the District and Municipal Court Judges, and requested Judge Tatro to pass along his comments.

**14. HEALTH AND HUMAN SERVICES DEPARTMENT - POSSIBLE ACTION TO APPROVE CONTRACT NO. 1718-118, A SERVICES AGREEMENT, BETWEEN CARSON CITY AND VITALITY UNLIMITED, A NON-PROFIT NEVADA CORPORATION; 15. PUBLIC WORKS DEPARTMENT; 15(A) POSSIBLE ACTION TO APPROVE THE LEASE OF A 6,998 SQUARE-FOOT PORTION OF THE SECOND FLOOR OF THE BUILDING LOCATED AT 900 EAST LONG STREET TO VITALITY UNLIMITED, A NON-PROFIT NEVADA CORPORATION, IN EXCHANGE AND AS CONSIDERATION FOR THE PROVISION OF CERTAIN SERVICES, IN ACCORDANCE WITH CONTRACT NO. 1718-118, BY AND BETWEEN VITALITY UNLIMITED AND CARSON CITY, AS IT WILL BE IN THE BEST INTERESTS OF CARSON CITY, PURSUANT TO NRS 244.284 (8:51:12)** - Mayor Crowell introduced this item and item 15(A). Health and Human Services Department Director Nicki Aaker reviewed the agenda materials, noting a clarification to the Background / Issues & Analysis section of the staff report. She responded to questions of clarification. Ms. Aaker introduced Vitality Unlimited Consultant Colleen Lawrence. Ms. Lawrence expressed appreciation for the collaboration between the City, the Judicial System, and the Sheriff's Office. "We've been working closely to look at how we can increase our efforts here in Carson City. This has not just been a one-time thing to look at the contract but what we can do for Vitality as a better partnership all over Carson City ..." She reviewed the provisions of the Contract.

Supervisor Bonkowski pointed out that "we are trading the value of the rent on the building for the services provided under the Service Agreement. So I wanted to make sure that the value of those services was somewhat equal on both sides so I've run those numbers. ... So, on the treatment side, the treatment being provided is basically up to a value of about \$118,000 per year based on the 36 people and the 48 people. So we don't know that we're actually going to use all of those but, if we did use all of those, then the value of that is about \$118,000 per year. On the rent side, the value is about \$105,000 a year plus the cost of utilities, which is reimbursed under the agreement. So looking at it from the financial side, ... I think the City has a slight advantage but that's a hard cost as opposed to an 'up to' value on the other side. So, to me, the agreement seems pretty fair which I wanted to make sure of ..."

Supervisor Bonkowski pointed out suggested revisions to the lease document, under item 15(A). Ms. Lawrence responded to questions of clarification. Supervisor Bagwell requested to track the actual costs for purposes of reporting. Real Property Manager Stephanie Hicks responded to questions regarding the lease term. 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 for item

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**14. Supervisor Bonkowski moved to approve Contract No. 1718-118, a Services Agreement, between Carson City and Vitality Unlimited, a nonprofit Nevada corporation. Supervisor Barrette 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 John Barrette
<b>AYES:</b>	Supervisors Bonkowski, Barrette, Abowd, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Mayor Crowell entertained a motion for item 15(A). **Supervisor Bonkowski moved to approve the Lease of 6,998 square feet of the second floor of the building located at 900 East Long Street, to Vitality Unlimited, a nonprofit Nevada corporation, in exchange and as consideration for the provision of certain services in accordance with Contract No. 1718-118, by and between Vitality Unlimited and Carson City, with the noted changes to paragraphs 15 and 25 of the Lease. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion. Supervisor Bagwell thanked Vitality Unlimited for their partnership, and commended the model. Ms. Lawrence expressed appreciation and commended the “innovative ... and exciting” partnership. Mayor Crowell entertained additional discussion and, when none was forthcoming, called for a vote on the pending motion.

<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, Barrette, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**15(B) POSSIBLE ACTION TO APPROVE THE LEASE OF 2,700 SQUARE FEET OF OFFICE SPACE AT 1711 NORTH ROOP STREET TO PARTNERSHIP CARSON CITY, A NON-PROFIT NEVADA CORPORATION, AS IT WILL BE IN THE BEST INTERESTS OF CARSON CITY, PURSUANT TO NRS 244.284 - Deferred.**

**15(C) PUBLIC HEARING REGARDING WATER RIGHT APPLICATIONS 85956 AND 85958 THROUGH 85961 (9:10:48)** - Mayor Crowell introduced this item and opened the public hearing. Public Works Department Director Darren Schulz reviewed the agenda materials for the subject and following item. Mayor Crowell entertained public comment and, when none was forthcoming, closed the public hearing.

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**15(D) POSSIBLE ACTION TO RECOMMEND TO THE STATE ENGINEER THAT CARSON CITY DOES NOT OBJECT TO THE APPROVAL OF WATER RIGHT APPLICATIONS 85956 AND 85958 THROUGH 85961 FOR TRANSFER OF WATER RIGHTS FROM CARSON CITY TO LYON COUNTY (9:12:23)** - Mayor Crowell introduced this item, and entertained a motion. **Supervisor Abowd moved to recommend to the State Engineer that Carson City does not object to the approval of Water Right Applications 85956 and 85958 through 85961 for transfer of water rights from Carson City to Lyon County. Supervisor Bagwell seconded the motion.** Mayor Crowell noted that this item has no effect on Carson City's ground water. Public Works Department Director Darren Schulz acknowledged the accuracy of the statement.

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

Mayor Crowell recessed the meeting at 9:13 a.m., and reconvened at 9:22 a.m.

## **16. FINANCE DEPARTMENT**

**16(A) PRESENTATION BY EIDE BAILLY REPRESENTATIVES OF THE LETTER TO THOSE CHARGED WITH GOVERNANCE IN CONNECTION WITH THE ANNUAL AUDIT OF THE CARSON CITY COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2017 (9:22:31)** - Mayor Crowell introduced this item, and entertained disclosures. Supervisor Bagwell read a prepared disclosure statement into the record, and advised that she would participate in discussion of this item. Mayor Crowell entertained additional disclosures; however, none were forthcoming.

Chief Financial Officer Jason Link introduced Eide Bailly Engagement Partner Dan Carter, and provided an overview of this item. Mr. Carter presented the 2017 Audit Results, and responded to questions of clarification throughout the presentation. Mr. Marano provided additional clarification on the general fund balances. Mr. Link and Mr. Carter responded to questions of clarification regarding GASB Statement No. 75 relative to next year, and discussion followed. Mayor Crowell entertained public comment; however, none was forthcoming.

**16(B) POSSIBLE ACTION TO ACCEPT THE CARSON CITY COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2017 (9:46:57)** - Mayor Crowell introduced this item, and entertained disclosures. Supervisor Bagwell read a prepared disclosure statement into the record, and advised that she would participate in discussion and action of this item. Chief Financial Officer Jason Link reviewed the staff report. Supervisor Bagwell requested to review and discuss the deficiencies and the City's responses. Mr. Carter reviewed the appropriate portion of the CAFR which was included in the agenda materials. Deputy Chief Financial Officer Sherri Russell and Mr. Link responded to questions of clarification, and discussion followed. Ms. Paulson provided additional clarification.

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Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bagwell moved to accept the Carson City Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017, and it's clear that staff will work to review the internal controls to strengthen them so that the errors are not repeated. 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>MOVED:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Brad Bonkowski
<b>AYES:</b>	Supervisors Bagwell, Bonkowski, Abowd, Barrette, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Ms. Russell thanked the Finance Department staff for all their hard work on the CAFR.

**16(C) PRESENTATION BY MOSS-ADAMS LLP REPRESENTATIVES OF AN UPDATE ON PROJECTS PERFORMED AND PRESENTED TO THE CARSON CITY AUDIT COMMITTEE, PURSUANT TO THE FY 2016 AND FY 2017 INTERNAL AUDIT WORK PROGRAMS** (10:05:41) - Mayor Crowell introduced this item. Chief Financial Officer Jason Link introduced Audit Committee Chair Stephen Ferguson and Moss-Adams LLP Principal Mark Steranka. Mr. Steranka commended the Audit Committee and the Board as "a healthy, thinking group. [Mr. Ferguson] has brought a new, good perspective ... so I think it's working really well." Mr. Ferguson expressed appreciation for the opportunity to serve. Mr. Steranka commended the appointments of Mr. Link and Fire Chief Sean Slamon, noting that Moss-Adams LLP is familiar with both gentlemen.

Mr. Steranka reviewed the agenda materials. Mayor Crowell offered Mr. Ferguson an opportunity to comment, and he commended Moss-Adams and City staff on a job well done. Supervisor Bagwell commended staff on their responsiveness. In response to a comment relative to the HTE replacement, Mr. Link advised of two vendor demonstrations scheduled for January. Mr. Steranka responded to questions regarding the grants management and large public works projects. Mayor Crowell entertained public comment and, when none was forthcoming, thanked Mr. Steranka for his presentation.

**16(D) POSSIBLE ACTION TO ACCEPT THE AUDIT COMMITTEE'S RECOMMENDATION TO APPROVE THE COMPLETED REMEDIATION PLANS FROM THE COMMUNITY FACILITY COST RECOVERY STUDY, EMPLOYEE EFFICIENCY STUDY, INTERNAL CONTROLS REVIEW, POLICY AND PROCEDURES REVIEW, PAYROLL INTERNAL CONTROLS TESTING, SMALL WORKS PROJECTS REVIEW, PUBLIC GUARDIAN REVIEW, AND THE PURCHASING / ACCOUNTS PAYABLE INTERNAL CONTROLS TESTING; AND REMOVE THE COMPLETED FINDINGS FROM THE AUDIT FINDINGS TRACKING SUMMARY REPORT** (10:29:12) - Mayor Crowell introduced this item, and Chief Financial Officer Jason Link reviewed the agenda materials. Audit Committee Chair Stephen Ferguson acknowledged the Audit Committee's approval of the recommended action. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to accept the Audit Committee's recommendation to approve the completed remediation plans from**

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the Community Facility Cost Recovery Study, Employee Efficiency Study, Internal Controls Review, Policy and Procedures Review, Payroll Internal Controls Testing, Small Works Projects Review, Public Guardian Review, and the Purchasing / Accounts Payable Internal Control Testing; and remove the completed findings from the Audit Findings Tracking Summary 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>MOVED:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bonkowski, Abowd, Bagwell, Barrette, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Mr. Steranka advised of having provided the City's Audit Findings Tracking Report to another Moss-Adams LLP client as a model. Mayor Crowell requested Mr. Ferguson to convey the Board's appreciation to the Audit Committee.

**17. PURCHASING AND CONTRACTS - POSSIBLE ACTION TO APPROVE CONTRACT NO. 1718-083, "CMAR SOUTH CARSON STREET COMPLETE STREET PROJECT TO SIERRA NEVADA CONSTRUCTION, INC., FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$63,007, TO BE FUNDED FROM THE INFRASTRUCTURE FUND (10:31:15)** - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Rader reviewed the agenda materials. City Engineer Dan Stucky reviewed details of the project, and introduced Sierra Nevada Construction, Inc. Vice President Dan LeBlanc and Project Manager Emma Crossman. Mr. Stucky and Mr. LeBlanc responded to questions of clarification.

Supervisor Bonkowski commented, "When we started this process five years ago, ... we made a commitment to the public and to businesses that we would do this right and we wouldn't take short cuts in the scope of work because we didn't make the effort or couldn't find the funding. So this scope of work for the South Carson project has been determined by public outreach, looking at different designs, and doing the job the right way at the best value. So, if we don't get the TIGER grant, the solution is not to cut back on the scope of work. The solution for us is going to be to go out and find the funding to do the correct scope of work because we still have two to three more phases of these corridor improvements to do and we're not going to start short shrifting on phase 2 of this project ... So I just want to be very clear that we will make every effort to go out and find the funding from another source if we don't get the TIGER grant because we're not going to start doing things poorly or inadequately just because we haven't done our job which is to go out and find the funding."

Supervisor Barrette agreed "we should do this right." At his request, Mr. Stucky reviewed the design phasing and Mr. LeBlanc provided more detail about Sierra Nevada Construction, Inc. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to approve Contract No. 1718-083, CMAR South Carson Street Complete Streets Project, to Sierra Nevada Construction, Inc. for a total not-to-exceed amount of \$63,007 to be funded from the**

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**Infrastructure Fund.** **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>MOVED:</b>	<b>Supervisor Karen Abowd</b>
<b>SECOND:</b>	<b>Supervisor Brad Bonkowski</b>
<b>AYES:</b>	<b>Supervisors Abowd, Bonkowski, Bagwell, Barrette, and Mayor Crowell</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**18. PUBLIC GUARDIAN - PRESENTATION OF A REPORT FROM THE PUBLIC GUARDIAN ON THE OPERATIONS AND STATUS OF CASES AT THE PUBLIC GUARDIAN'S OFFICE** (10:45:39) - Mayor Crowell introduced this item, and Public Guardian Deborah Marzoline reviewed the agenda materials. Supervisors Bagwell and Abowd commended Ms. Marzoline and the Public Guardian staff. Mayor Crowell entertained public comment and, when none was forthcoming, wished Ms. Marzoline a Merry Christmas.

**19. BOARD OF SUPERVISORS NON-ACTION ITEMS:  
FUTURE AGENDA ITEMS**

**STATUS REVIEW OF PROJECTS**

**INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**CORRESPONDENCE TO THE BOARD OF SUPERVISORS**

**STATUS REPORTS AND COMMENTS FROM BOARD MEMBERS** (10:49:55) - Supervisor Bonkowski advised that he visited City Hall between 6:30 and 7:00 a.m. on a recent weekday morning. "Laura Rader was already in the office working." Supervisor Bonkowski commended City staff on their hard work. He noted that today marked the Winter Solstice. Supervisor Barrette provided an overview of last night's Airport Authority meeting. He suggested considering lengthening the terms of the Airport Authority members in consideration of valuable institutional memory. Mayor Crowell commended the Holiday With a Hero event at Wal-Mart.

**STAFF COMMENTS AND STATUS REPORTS**

**RECESS AND RECONVENE BOARD OF SUPERVISORS** (10:54:02) - Mayor Crowell recessed the meeting at 10:54 a.m., and advised that the Board would be meeting, in a closed session, with legal counsel. (1:31:03) Mayor Crowell reconvened the meeting at 1:31 p.m.

**20. CITY MANAGER - POSSIBLE ACTION TO APPOINT ONE MEMBER TO THE ADVISORY BOARD TO MANAGE WILDLIFE FOR A THREE-YEAR TERM THAT EXPIRES JULY 2021** (1:31:09) - Mayor Crowell introduced this item, and welcomed Daryn Carns to the meeting table. (1:31:37) Mr. Carns responded to questions regarding his background and his interest in serving; his

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thoughts on the jurisdictions of the city, state, and federal governments relative to wildlife; his thoughts on recommending to the Nevada Department of Wildlife the possibilities of reintroducing wolves and / or increasing the number of deer tags issued; his thoughts on limiting the ability for hunters to drive off-road vehicles rather than getting out of or off vehicles and going hunting; the criteria which should be used for the CCABMW to make recommendations for big game, birds, and fish quotas; how he would utilize his marketing and employment background as an asset to the CCABMW. Mayor Crowell offered Mr. Carns the opportunity to comment further, and he reiterated his interest in serving. In response to a further question, Mr. Carns discussed his family's reasons for moving to Carson City.

(1:44:36) Mayor Crowell welcomed Stephen "Kirk" Stewart to the meeting table. Mr. Stewart responded to questions regarding his interest in serving; his thoughts on the jurisdictions of the city, state, and federal governments relative to wildlife; his vocational background and education relative to service on the CCABMW; his thoughts on recommendations to the Nevada Department of Wildlife regarding big game, birds, and fish quotas; his thoughts on access for off-road vehicles and the possibility of improving herd management with methods other than "hoping that the success rate stays static and just increasing the number of tags;" and his thoughts on bringing wolves back to the area to create more of a balance in wildlife populations. Mayor Crowell offered Mr. Stewart the opportunity to comment further, and he declined.

Following discussion, Mayor Crowell entertained a motion. **Supervisor Bagwell moved to appoint Kirk Stewart to the Advisory Board to Manage Wildlife for a term that expires July 2021. The motion was seconded and carried unanimously.**

<b>RESULT:</b>	<b>Approved [5 - 0]</b>
<b>MOVER:</b>	<b>Supervisor Lori Bagwell</b>
<b>SECOND:</b>	<b>The motion was seconded.</b>
<b>AYES:</b>	<b>Supervisors Bagwell, Abowd, Bonkowski, Barrette, and Mayor Crowell</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

Mr. Marano advised of three vacancies on the CCABMW as of July 31<sup>st</sup>. "One of them is currently in his seventh term." In response to a comment, Mr. Marano pointed out that Mr. Carn would have another opportunity to apply in July. A brief discussion ensued.

**21. SENIOR CENTER - PRESENTATION REGARDING AN UPDATE ON REBRANDING AT THE SENIOR CENTER** (2:06:44) - Mayor Crowell introduced this item. Senior Center Executive Director Courtney Warner introduced Renee Plain, of In Plain Sight Marketing, and Senior Center Governing Board Director Mike Pavlakis. Ms. Warner provided background information on this item, and reviewed the agenda materials. Ms. Plain provided additional clarification regarding survey results. Ms. Warner displayed the new brands, and responded to questions regarding plans for interior improvements. Mayor Crowell thanked Ms. Warner and Ms. Plain for their attendance and presentation.

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#### **22. COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION**

**22(A) POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, AN ORDINANCE RELATING TO ZONING; AMENDING TITLE 18 OF THE CARSON CITY MUNICIPAL CODE TO INCLUDE TATTOO PARLORS AS AN ALLOWED USE IN THE RETAIL COMMERCIAL USE DISTRICT (2:23:40)** - Mayor Crowell introduced this item, and Planning Manager Hope Sullivan reviewed the agenda materials. Ms. Sullivan and Community Development Director Lee Plemel responded to questions of clarification.

Mayor Crowell entertained public comment. (2:27:02) Zach Mueller advised that he has been operating a tattoo shop in Carson City for 23 years. "I've been bound to light industrial or general industrial since day one. I've only been allowed in light industrial with a special use permit which I've had to come in front of you guys two times. The first time, I rented a building for the first 12 years in light industrial; corner of Fairview and Saliman. I had an opportunity buy a building but, per zoning ordinance, I've been bound to light or general industrial. So I found a building, luckily, for myself in town. I'm on Corbett across from Mills Park one block. I've been in business there 11 years. I'm very active in my community but I've been bound to light industrial. I've tried to be on the highway two different times; turned down both. I think it would be an unfair advantage for somebody to come in and be able to come in front of you ... and apply for a zoning ordinance change ... when there's established business in town that we've been bound for, at least the 23 years I've been in business, ... to general or limited industrial.

"I, too, think that our industry should be allowed to be in other areas versus the way they may have been scrutinized in the past. We are definitely becoming far more mainstream but, if you open it to retail commercial, you almost open the same opportunity that happened in Reno in mid-town. There's a tattoo shop on every corner. I don't know that Carson City is prepared for that. I don't know the person who's applying for this. It's no animosities toward him. This is strictly business. I don't think it's fair to those that have been established that have been doing what we do in this town and pushed out of being able to be in the limelight to now let somebody be out on the highway. It's just an unfair advantage. With that said, I do know a young lady that applied, through zoning, to be in the exact location this person is in in the past. And if it's not his unit, it's the unit to one side or the other of him but it's in the same building that this person's in. And she was given a business license to do permanent cosmetics in that location. And then I went into zoning because I tried to lease the very same spot to conduct business in when I ended up buying my building. I was turned down from zoning to tattoo in that spot and she got it approved and then zoning went in and revoked her license after I questioned zoning.

"Again, this isn't animosity toward anybody. It's just business but I think approving that would give him an unfair advantage in a retail commercial which would then allow anybody to open up in retail commercial tattoo." Mr. Mueller responded to questions of clarification, and stated, "I purchased a building because we were bound so it's not going to give me the same opportunity it would give somebody who rents a space just to go out and open in retail commercial which I would love to. I think it should be thoroughly discussed amongst the Board ..., hearing it from all sides. I don't think it's a bad thing to allow our industry to be ... out on the main highway ... I just think that you will be giving somebody an unfair advantage." He responded to additional questions, and discussion followed.

In response to a question, Ms. Sullivan advised that there was no public comment at the Planning Commission meeting. "The Planning Commission, in their dialogue discussed, similar to what you're hearing right now, the evolution of the industry; the fact that it's a healthier industry; that the risk of dirty

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needles ... is not a concern anymore given how the industry operates and that it is, indeed, a mainstream industry and there's no reason to banish to industrial areas."

Mr. Mueller responded to additional questions of clarification, and discussion ensued. In response to a question, Ms. Sullivan explained that no consideration was given to a special use permit rather than a primary permitted use. "... we were equating it to the body piercing and that's an allowed use and we felt the two were equivalent." Supervisor Bonkowski suggested "there's a timing difference. ... a body piercing takes a ... few minutes where tattooing can be multiple hours per session. And if you have storefront windows, there's a visibility issue that ... is separate. Regardless of that, though, my bigger concern is ... the potential for having a tattoo parlor on every corner. And so I would prefer that ... we have the ability to control the use more than just having it be a primary use." Supervisor Abowd agreed, and expressed the opinion that since Mr. Mueller "had to go through a special use permit process and pay the fees and jump through all the hoops, that this should be no different ... ... is it appropriate for a particular area? I think it has to be looked at ... case-by-case." Supervisor Bagwell expressed a preference to "look at Title 18 in its entirety; ... that's a project that I'm really after instead of piece-mealing changes to Title 18 that we seem to be doing a lot of lately. ... I hate to just open this up as just a permitted use without us having an opportunity to do all the other Title 18 work for all the other inconsistencies ..." Discussion followed.

(2:40:43) Jason Meindl expressed the opinion he was not "taking any special circumstances because, as far as I know, I'm the first person that's actually taken the initiative to start this application to get tattoos reclassified. Anyone could have done that prior to me. When I first came to the zoning, I was told the same thing. I had the business licenses all lined up, I had my insurance drawn up, everything was ready to go and then you're not zoned. And then I was told there's a way you can go ahead and change that so then I went ahead and found out what steps would we take to change the zoning to where it could work. Because really, other than it's labeled industrial on retail commercial, there's no reason why it shouldn't. And my location actually isn't on the main strip. I'm one street back on California.

"Body piercing is already retail commercial. It seems like everything but just outwardly calling it tattooing is already acceptable in retail commercial. And as Zach ... mentioned, it's been so long that it's been the industry has moved so far forward, it should be retail commercial by all rights. In fact, most towns it already is. And then they labeled it industrial back in the '70's when people were making their own needles and their own machines and it was like a biker subculture. There was no industry to regulate the blood borne pathogens and the health aspect and that's all been greatly improved since then." Mr. Meindl responded to questions, and discussion ensued.

Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to refer this item back to the Planning Commission for further discussion about allowing the use, as a conditional use with a special use permit, and to bring it back with the Planning Commission's recommendations and maps showing the appropriate zoning districts. Supervisor Barrette seconded the motion.** In response to a comment, **Supervisor Bonkowski amended his motion to direct staff to apply the application fee for the zoning change to the special use permit. Supervisor Barrette continued his second.** 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 Brad Bonkowski
<b>SECOND:</b>	Supervisor John Barrette
<b>AYES:</b>	Supervisors Bonkowski, Barrette, Abowd, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Mayor Crowell thanked Mr. Mueller and Mr. Meindl for their attendance and participation.

**22(B) POSSIBLE ACTION TO ADOPT BILL NO. 129, ON SECOND READING, AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 4, LICENSES AND BUSINESS REGULATIONS, TO ESTABLISH PROVISIONS RELATING TO THE FILING OF A CERTIFICATE REQUIRED UNDER STATE LAW BY PERSONS INTENDING TO CONDUCT BUSINESS UNDER AN ASSUMED OR FICTITIOUS NAME (2:50:41)** - Mayor Crowell introduced this item, and entertained comments or questions of the Board members and of the public. When no questions or comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Abowd moved to adopt Bill No. 129, on second reading, Ordinance No. 2017-27, an ordinance amending Title 4, Licenses and Business Regulations, as published on the agenda. 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 Karen Abowd
<b>SECOND:</b>	Supervisor Brad Bonkowski
<b>AYES:</b>	Supervisors Abowd, Bonkowski, Bagwell, Barrette, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**22(C) POSSIBLE ACTION TO ADOPT BILL NO. 130, ON SECOND READING, AN ORDINANCE RELATING TO ZONING; AMENDING TITLE 18 OF THE CARSON CITY MUNICIPAL CODE TO REVISE THE DEFINITION OF THE TERMS “DWELLING SINGLE FAMILY” AND “SINGLE FAMILY DWELLING”, AND OTHER RELATED TERMS FOR CONSISTENCY WITH STATE LAW (2:51:24)** - Mayor Crowell introduced this item, and entertained questions or comments of the Board members and of the public. When no questions or comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Abowd moved to adopt Bill No. 130, on second reading, Ordinance No. 2017-28, an ordinance amending Title 18 of the Carson City Municipal Code to revise the definition of the terms “Dwelling, Single Family” and “Single Family Dwelling” and other related terms for consistency with state law. Supervisor Barrette 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 Karen Abowd
<b>SECOND:</b>	Supervisor John Barrette
<b>AYES:</b>	Supervisors Abowd, Barrette, Bonkowski, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**22(D) POSSIBLE ACTION TO ADOPT BILL NO. 131, ON SECOND READING, AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 18, ZONING, CHAPTER 18.02, ADMINISTRATIVE PROVISIONS, TO ADD SECTION 18.02.130, REASONABLE ACCOMMODATION** (2:52:39) - Mayor Crowell introduced this item, and entertained questions or comments of the Board members and of the public. When no questions or comments were forthcoming, Mayor Crowell inquired of Planning Manager Hope Sullivan whether there had been any revisions since introduction of the bill, on first reading. Ms. Sullivan reviewed revisions which had been added based on discussion at the December 7<sup>th</sup> meeting. Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to adopt Bill No. 131, on second reading, Ordinance No. 2017-29, an ordinance amending Title 18, Zoning, Chapter 18.02, Administrative Provisions, to add Section 18.02.130, Reasonable Accommodation. Supervisor Barrette 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 John Barrette
<b>AYES:</b>	Supervisors Bonkowski, Barrette, Abowd, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**22(E) POSSIBLE ACTION TO ADOPT BILL NO. 132, ON SECOND READING, AN ORDINANCE RELATING TO ZONING; AMENDING TITLE 18 OF THE CARSON CITY MUNICIPAL CODE TO REMOVE THE MAXIMUM HEIGHT LIMITATION ON PRIVATE USE WIND ENERGY CONVERSION SYSTEMS; TO ESTABLISH CERTAIN REVIEW STANDARDS RELATING TO THE ISSUANCE OF A SPECIAL USE PERMIT FOR SUCH SYSTEMS** (2:53:37) - 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. **Supervisor Bonkowski moved to adopt Bill No. 132, on second reading, Ordinance No. 2017-30, an ordinance amending Title 18 of the Carson City Municipal Code to remove the maximum height limitation on private use wind energy conversion systems; to establish certain review standards relating to the issuance of a special use permit for such systems. 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>	Approved [5 - 0]
<b>MOVED:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Bonkowski, Bagwell, Abowd, Barrette, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**23. PUBLIC COMMENT** (2:54:28) - Mayor Crowell entertained public comment; however, none was forthcoming.

**24. ACTION TO ADJOURN BOARD OF SUPERVISORS MEETING** (2:54:32) - Mayor Crowell adjourned the Board of Supervisors meeting at 2:54 a.m., and passed the gavel to Redevelopment Authority Chair Karen Abowd.

### REDEVELOPMENT AUTHORITY

**25. CALL TO ORDER AND ROLL CALL** (3:02:56) - Chairperson Karen Abowd called the Redevelopment Authority meeting to order at 3:02 p.m., noting the presence of a quorum.

**26. PUBLIC COMMENT** (3:04:57) - Chairperson Abowd entertained public comment; however, none was forthcoming.

**27. POSSIBLE ACTION ON APPROVAL OF MINUTES - December 7, 2017** (3:05:04) - Chairperson Abowd introduced this item, and entertained a motion. **Vice Chairperson Bagwell moved to approve the minutes. The motion was seconded and carried unanimously.**

**28. COMMUNITY DEVELOPMENT - POSSIBLE ACTION TO PROVIDE DIRECTION TO STAFF REGARDING REDEVELOPMENT PLANS AND ACTIVITIES, INCLUDING THE ROLE OF THE REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE IN THE REVIEW OF REDEVELOPMENT PLANS AND INCENTIVES** (3:03:07) - Chairperson Abowd read a prepared disclosure statement into the record, and advised that she would participate in discussion and action. Member Bonkowski read a prepared disclosure statement into the record, and advised that he would participate in discussion and action. Member Crowell read a prepared disclosure statement into the record, and advised that he would participate in discussion and action. Each of the disclosure statements were submitted to the Clerk for inclusion in the record. Chairperson Abowd entertained additional disclosures; however, none were forthcoming.

(3:05:32) Chairperson Abowd introduced this item. Community Development Director Lee Plemel provided background information and reviewed the agenda materials in conjunction with displayed slides. Mayor Crowell amended his disclosure to include that he is a third owner in the property at 510 West Fourth Street. He advised that a revised disclosure statement would be provided to the Clerk. Mr. Plemel responded to questions of clarification, and extensive discussion ensued.

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Chairperson Abowd entertained public comment. (3:55:15) Redevelopment Authority Citizens Committee Vice Chair Ronni Hannaman described her service, and advised that she had attended the meeting “because there was supposed to be, on the agenda, some direction of what the RACC is supposed to be doing. I’ve heard nothing of that at the moment. ... I think with our meeting in February we really need to get down to the brass tacks of that. From what I’m hearing here, you’re all over the board. I understand about your ... wanting more people to live downtown. There’s a lot of infill going on at the moment that’s more on the east side of Carson Street than on the west side. So I don’t know what area you’re talking about and there will be some ... in the Telegraph Square area.

“... I will tell you we were basically coerced on the windows improvement, the art improvement. That is not something that Redevelopment really wanted to do because we were asking at the particular time ... identify to us, please, what windows are empty. And there really were not a whole lot at the time ... So we really did not embrace that a lot, gave it begrudgingly, the \$10,000. And I agree with you, Mrs. Bagwell, that that \$10,000 would be much better served to go to the Community Center. I was just over there for the Christmas show and I’m tall and I have to tell you it’s arduous sitting in there for two hours or two and a half hours. I can’t stand it and I think that that has been long underserved ... by Redevelopment, that whole area.

“If you remember, Redevelopment was very instrumental ... the LED sign came out of the Redevelopment Committee. So those are the kinds of things I think the external, more than the internal is what is important. Up until about a year ago, ... RACC did not know its role. We would sit there and say, ‘Okay, what do you want us to do?’ We have maybe made some recommendations; however, it would come here and it wouldn’t go through or whatever so it was very frustrating. I have to tell you, we were very, very pleased when we had some authority, if you will, with the façade program ... And it took some of the pressure off of you because we were the Citizens Committee ... I feel that the committee, at the time, did a very good job for those who came in front of us. We did turn some down, took that pressure off of you, by saying it did not apply with what we had. So we felt pretty good about what we did and we know we have some money left but I think a lot of the major façades in the downtown core, which is what we were talking about, have been done.

“I recently saw ... under phase 2 ... for the Curry Street that the alley is going to be done and some of that money has now been put over to Public Works for the alley to be done. The Redevelopment Citizens Committee did recommend Third Street to become McFadden Plaza and I think that was a win / win and ... I think that really brings a lot more people downtown than one or two apartments. I also feel that Redevelopment should look at the BAC. With what has happened with the past couple of years with the concerts ... that’s pretty amazing ... and, for whatever reason, we’ve not really been able to look at that and I think we should. It’s part of the Redevelopment zone more so than where your office is, Bob. And that brings a lot of people in.

“What we, as RACC, were told initially is basically to do things to help eliminate blight and you’ve got the bigger picture but we have the smaller picture and that’s part of the façade; to make the downtown attractive so when phase 1 or Carson Street came to being that was pretty exciting to see the redevelopment ... of the store fronts. I mean it looks pretty darn good downtown right now. You know, you can’t have the whole City in Redevelopment. ... Maybe it’s time to take the downtown out of redevelopment and do something with North Carson. ... with all the motels that are up there, if you could somehow maybe make them look better. ... that could be part of the redevelopment also because that’s pretty darn ugly up there,

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from College Parkway down to about ... William Street. ... I think that would be a good thing for Redevelopment to consider in the future.

"I mentioned the LED lighting. Also, another underused facility that the RACC has recommended for improvement over the years has been the Fuji Park fairgrounds. We've put up structures down there and I think that's another thing, especially if we're going to do the fairs in the future, we need to do stuff down there. Those are the kinds of things that I think ..., the little pieces of the puzzle that make the whole ... I think bottom line is the RACC should remain a viable committee. You haven't even really discussed that, and allow us to look at some things because we look at stuff from the outside in ... and we're all over the City and certainly can make recommendations." Discussion followed, and Mr. Plemel acknowledged sufficient direction.

**29. PUBLIC COMMENT (4:12:59)** - Chairperson Abowd entertained additional public comment; however, none was forthcoming.

**30. ACTION TO ADJOURN REDEVELOPMENT AUTHORITY MEETING (4:13:04)** - Vice Chairperson Bagwell moved to adjourn the meeting at 4:13 p.m.

The Minutes of the December 21, 2017 Carson City Board of Supervisors meeting are so approved this 4<sup>th</sup> day of January, 2018.

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ROBERT L. CROWELL, Mayor

ATTEST:

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SUSAN MERRIWETHER, Clerk - Recorder