

CARSON CITY BOARD OF SUPERVISORS

Minutes of the September 17, 2020 Meeting

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, September 17, 2020 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT:

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

STAFF:

Nancy Paulson, City Manager
Aubrey Rowlatt, Clerk-Recorder
Stephanie Hicks, Deputy City Manager
Dan Yu, Assistant District Attorney
Tamar Warren, Senior Public Meetings Clerk

NOTE: A recording of these proceedings, the Board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours. All meeting minutes and audio recordings are available for review at: <https://www.carson.org/minutes>.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE

(8:31:06) – Mayor Pro Tem Bonkowski called the meeting to order. Ms. Rowlatt called Roll and noted that a quorum was present.

(8:31:36) – Carson City District Attorney Jason Woodbury offered the Board “a statement outlining the legal procedures that are triggered by the vacancy in the office of Carson City Mayor.” The vacancy was created with the passing of Mayor Robert Crowell. Mr. Woodbury referenced Section 3.015 of the Carson City Charter which states that “the Mayor Pro Tempore shall act as Mayor until the next general election if the Office of Mayor becomes vacant.” He noted that “Supervisor Bonkowski had been elected as Mayor Pro Tempore in January [2020] and will serve as Acting Mayor through January 3, 2021. On January 4, 2021 Supervisor Bagwell will assume the office of Mayor by virtue of her election to that office earlier this year.” Mr. Woodbury indicated that Acting Mayor Bonkowski will preside over the Board of Supervisors meeting, adding that during this period, the total membership of the Board is reduced to four and that three members will constitute a quorum to conduct business and take action. Mr. Woodbury also clarified that any motion that results in two in favor and two against will be a failed motion as it will not be approved by a majority of the Board.

(8:33:35) – Acting Mayor Bonkowski requested a moment of silence to honor Mayor Crowell after which Airport Road Church of Christ Minister Bruce Henderson provided the invocation which included condolences to the Board and Staff and praise for the late Mayor. Mr. Woodbury led the Pledge of Allegiance.

5. PUBLIC COMMENT

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(8:38:04) – Acting Mayor Bonkowski thanked Supervisor Giomi for the floral arrangement on the dais in remembrance of Mayor Crowell. He also thanked Carson City Fire Chief Sean Slamon, Carson City Sheriff Ken Furlong, and City Staff for organizing the motorcade and the honor guard ceremony honoring Mayor Crowell. Acting Mayor Bonkowski also read a message of condolence to the family of Mayor Crowell.

(8:39:44) – Acting Mayor Bonkowski acknowledged receipt of written public comment which will be incorporated into the permanent record and entertained additional comments from the public. Maurice White introduced himself and noted that his comment was regarding agenda item 20.A, the supplemental requests to the FY 2021 Capital Improvement Program. Mr. White explained that “while the Carson City budget is in good shape and can support these revisions, I suggest we do not fully understand what the Governor’s \$1.2 billion deficit will bring from the upcoming legislature.” Mr. White expressed concern that the predicted State deficit “will bring unfunded mandates to the various counties and cities.” He recommended placing restrictions to the spending until the Governor’s new budget is released to the public.

(8:42:09) – Deputy Public Works Director Dan Stucky introduced new City Engineer Randall Rice and new Real Property Manager Robert Nellis.

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – AUGUST 20, 2020

(8:44:22) – Acting Mayor Bonkowski introduced the item and entertained changes, corrections, and/or a motion.

(8:44:34) – Supervisor Bagwell moved to approve the minutes of the August 20, 2020 meeting with two previously made corrections. Supervisor Barrette seconded the motion which carried 4-0-0.

7. FOR POSSIBLE ACTION: ADOPTION OF AGENDA

(8:45:12) – Acting Mayor Bonkowski introduced the item. Ms. Paulson and the Supervisors indicated they had no changes to the agenda. Acting Mayor Bonkowski considered the agenda adopted as published.

CONSENT AGENDA

(8:45:36) – Acting Mayor Bonkowski introduced the item and noted a request to pull item 11.A from the consent agenda. There were no additional requests from the Board; therefore, he entertained a motion.

(8:45:47) – Supervisor Bagwell moved to approve the Consent Agenda with the exception of item 11.A. Supervisor Barrette seconded the motion.

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

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8. CITY MANAGER

8.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON RATIFYING THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER FOR THE PERIOD OF AUGUST 8, 2020 THROUGH SEPTEMBER 4, 2020.

9. COURTS

9.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT AWARD #20CSEF-02 IN THE AMOUNT OF \$56,532 FOR THE JUDICIAL RESPONSE AND NEEDS TO COMBAT COVID-19 PROJECT IN CARSON CITY COURTS.

10. FINANCE

10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES THROUGH SEPTEMBER 4, 2020, PER NRS 251.030 AND NRS 354.290.

11. PURCHASING AND CONTRACTS

11.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF ASSET MANAGEMENT ON-PREMISE SOFTWARE LICENSING AND INTEGRATION SERVICES WITH LLUMIN, INC. FOR A ONE-TIME LUMP SUM TOTAL AMOUNT NOT TO EXCEED \$104,500, PLUS AN ANNUAL AMOUNT OF \$29,088 BEGINNING ON AUGUST 1, 2021 FOR SUPPORT FEES WITH AUTOMATIC RENEWAL IN EACH SUBSEQUENT YEAR, AND AUTHORIZATION FOR THE CHIEF INFORMATION OFFICER (CIO) TO SIGN THE AGREEMENT.

(8:46:14) – Acting Mayor Bonkowski introduced the item. Purchasing and Contracts Administrator Carol Akers provided the Staff Summary incorporated into the record. Chief Information Officer James Underwood gave background and highlighted several changes to the enclosed agreement which would further protect the interests of Carson City. He reviewed the following changes:

5. Payment: Customer shall pay to LLumin a one-time flat payment of \$104,500 within 30 days of invoice. Payment includes a 150-user enterprise license and the configuration of the interfaces to Munis ERP and Geotab AVL solution as detailed in Attachment A.

LLumin will start invoicing annual support fees on August 1, 2021, *or on the date by which the software is fully installed, and in conformance with the warranties, guaranteed by Paragraph 10 of this agreement, whichever date is later.* Customer shall pay within 30 days of invoice in the amount of \$29,088 per year. LLumin reserves the right to stop work on any project that

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has invoices that are outstanding more than 90 days.

10. **Warranty:** LLumin warrants that all LLumin products meet or exceed the specifications described in User Manuals/On-Line Help, except as specifically stated otherwise...

Should a LLumin licensed Software require features, capabilities, data entry or data access functionality outside the scope of the Specifications, then Customer agrees to pay for any programming and support services required to comply with those enhancements upon the mutual agreement of fees and the execution of a services agreement by both Parties. *Upon the execution of any such agreement of fees and the service agreements the warranties provided by this agreement for the specifications automatically apply to those enhancements.*

(8:49:33) – Acting Mayor Bonkowski entertained Board comments or questions and when none were forthcoming, a motion.

(8:49:41) – Supervisor Giomi moved to approve contract with the changes read into the record, and authorize the CIO to sign the agreement. Supervisor Barrette seconded the motion.

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

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

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

Please see the minutes of item 11.A.

13. TREASURER

13.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE CARSON CITY TREASURER'S PROPOSED CITY POLICY FOR THE INVESTMENT OF SURPLUS MONEY AND A PRESENTATION ON THE PERFORMANCE OF CARSON CITY'S INVESTMENT PORTFOLIO.

(8:50:04) – Acting Mayor Bonkowski introduced the item. Carson City Treasurer Gail Robertson presented the agenda materials, incorporated into the record.

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(8:51:19) – FHN Financial Main Street Advisors, LLC President and Chief Financial Investment Officer Ric Phillips gave background and reviewed a presentation titled *Carson City Economic and Market Update & Investment Program Discussion*, incorporated into the record as Late Material. He also responded to clarifying questions by the Board. Acting Mayor Bonkowski entertained a motion.

(9:12:46) – Supervisor Bagwell moved to adopt the policy as presented. Supervisor Barrette seconded the motion. Supervisor Bagwell noted she had requested that the Treasurer add the dates indicating the Board reviews to ensure “we were in compliance with the [Carson City] Charter.” Supervisor Bonkowski called for the vote.

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

14. SHERIFF

14.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO RECLASSIFY THE PREVENTION PROGRAM COORDINATOR POSITION (CCEA T42), AND TO MOVE THAT POSITION FROM ITS EXISTING INCLUSION IN THE CARSON CITY EMPLOYEES ASSOCIATION (CCEA) TO THE CARSON CITY DEPUTY SHERIFF'S ASSOCIATION (CCDSA).

(9:13:26) – Acting Mayor Bonkowski introduced the item. Sheriff Furlong noted the presence of Sergeant Matthew Smith “who oversees our juvenile activities, school resource officer programs, etc.” and presented the Staff Report, incorporated into the record. He also noted that “COVID [-19] has really impacted our children in our schools, but the activities of our officers that are assigned to our schools...has actually increased.” Sergeant Smith described the evolution of the activities performed by officers recently, such as additional welfare checks of children in need, while working closely with the Carson City School District. He also confirmed for Supervisor Bagwell that the families’ responses to the visits have been positive. Sergeant Smith clarified for Supervisor Giomi that they have received behavioral health assistance as well. Sheriff Furlong explained that the program had allowed them to work with Juvenile Services “to identify juveniles in need of assistance prior to them entering into the justice system.” Acting Mayor Bonkowski entertained a motion.

(9:30:51) – Supervisor Bagwell moved to approve the reclassification of the Prevention Program Coordinator position for inclusion in the Carson City Deputy Sheriff's Association (CCDSA). The motion was seconded by Supervisor Giomi. Acting Mayor Bonkowski entertained additional discussion and when none were forthcoming, he called for the vote.

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

15. FIRE

15.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION FOR THE CARSON CITY FIRE DEPARTMENT (CCFD) TO APPLY FOR A GRANT IN THE AMOUNT OF \$1,802,033 THROUGH THE NEVADA DIVISION OF FORESTRY (NDF) FROM MONEY APPROPRIATED BY SENATE BILL (SB) 508 (2019), TO FUND HAZARDOUS FUEL REDUCTION PROJECTS IN THE CARSON CITY WILDLAND URBAN INTERFACE AREAS.

(9:31:15) – Acting Mayor Bonkowski introduced the item. Carson City Fire Chief Sean Slamon and Battalion Chief/Fire Marshal Dave Ruben presented the Staff Report, requesting authorization to apply for a hazardous fuel reduction projects grant, incorporated into the record, and responded to clarifying questions. Acting Mayor Bonkowski was informed that this was a competitive grant and that CCFD would receive “the full [grant] allocation, or pretty close to it.” Supervisor Giomi called it “a great program.” Supervisor Bagwell received clarification that the project will most likely exceed the three years as there will be regrowth. Fire Marshall Ruben also clarified for Acting Mayor Bonkowski that “weed-related issues that are in town are dealt with through Code Enforcement, not us.” Acting Mayor Bonkowski entertained a motion.

(9:43:51) – Supervisor Giomi moved to authorize the Carson City Fire Department to apply for the grant as presented. Supervisor Barrette seconded the motion.

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

16. PUBLIC WORKS

16.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING TWO PROPOSED GRANT APPLICATIONS TOTALING \$2,090,000 TO THE NEVADA DIVISION OF EMERGENCY MANAGEMENT FOR THE DESIGN AND CONSTRUCTION OF DETENTION BASINS IN THE GONI WATERSHED.

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(9:44:05) – Acting Mayor Bonkowski introduced the item. Mr. Stucky presented the Staff Report, incorporated into the record, noting that the Maxwell Basin project and the Sutro Terrace Storm Drain and Basin project were ranked as numbers one and two respectively on the Public Works priority lists. He also responded to clarifying questions. Supervisor Giomi stated that the the City's participation in the Carson Water Subconservancy District had helped fund the drainage study. Acting Mayor Bonkowski entertained additional questions/comments and when none were forthcoming, a motion.

(9:47:53) – Supervisor Bagwell moved to approve submittal of the two grant applications. Supervisor Barrette seconded the motion.

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

(9:48:14) – Acting Mayor Bonkowski recessed the meeting at 8:48 a.m.

(9:54:48) – Acting Mayor Bonkowski reconvened the meeting at 9:54 a.m. A quorum was still present.

17. COMMUNITY DEVELOPMENT - PLANNING

17.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING SHADE STRUCTURE ALTERNATIVES AT THE BREWERY ARTS CENTER, 3RD STREET PARKING LOT, AND MCFADDEN PLAZA.

(9:54:51) – Acting Mayor Bonkowski introduced the item. Community Development Director Lee Plemel reviewed the background information incorporated into the Staff Report and invited Mr. Stucky to provide the shade structure alternatives. He also noted that once direction had been given by the Board, Staff would return for a funding and expenditure authorization at a future meeting. He also clarified for Supervisor Barrette that the Redevelopment Authority Citizens Committee (RACC) had recommended not choosing the Third Street parking lot as a shade structure location and believed that should an alternative get chosen in this meeting, the Board may direct Staff to receive input from the RACC.

(9:59:01) – Mr. Stucky reviewed the conceptional design alternatives, incorporated into the record, and clarified that fabric canopies were not considered for City-maintained areas due to liability issues with high winds and snow loads. He also noted that they had discussed the alternatives with Brewery Arts Center (BAC) Executive Director Gina Lopez and Third and Curry Street Farmers Market's Marketing Manager Breana Coons, adding that they were both present via telephone to answer questions. Both Mr. Stucky and Mr. Plemel also responded to clarifying questions by the Board. Supervisor Bagwell was in favor of replacement trees in the Third Street parking lot instead of a shade structure and noted that vendors provide their own shade at most farmers markets.

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Acting Mayor Bonkowski also preferred having trees, indicating that the location was a parking lot and not an event venue. He believed that should there be a private venture between the BAC, the Farmers Market, and possibly Carson City, "that needs to be worked out separately" and that he was not in support of any shade structures at this time. Supervisor Giomi explained that he had initially supported the Third Street parking lot shade structure; however, he did not believe that the expenditure was justified for "something that gets used one day a week for six or eight months of the year." He was in favor of a shade structure at McFadden Plaza as it would be a draw in the summer, especially when the splash pad is in use. Supervisor Barrette called taking out the trees in the Third Street parking lot a tragedy; however, he understood why they needed to be removed and agreed with Supervisor Giomi that McFadden Plaza could benefit from a shade structure. Mr. Stucky explained that they had consulted an arborist who had stated that rehabilitating the parking lot without the removal of the trees would damage it again. Supervisor Bonkowski reminded the Board of a fallen cottonwood tree during a past State Fair and did not wish for that to happen during the Farmers Market. Supervisor Giomi suggested a motion.

(10:12:36) – Supervisor Giomi moved to direct Staff to present the Redevelopment Authority Citizens Committee (RACC) the option of funding a full or half shade structure at McFadden Plaza. Supervisor Barrette seconded the motion.

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

17.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING LONG-TERM STAY MOTELS AND DIRECTION TO STAFF REGARDING POSSIBLE AMENDMENTS TO THE TRANSIENT LODGING TAX (TLT) PROVISIONS OF CARSON CITY MUNICIPAL CODE ("CCMC") CHAPTER 4.08 (ROOM RENTAL TAX) AND THE TRANSIENT OCCUPANCY REQUIREMENTS FOR HOTELS AND MOTELS IN CCMC TITLE 18 (ZONING).

(10:13:53) – Acting Mayor Bonkowski introduced the item. Mr. Plemel gave background, presented the Staff Report, and reviewed the Carson City Culture & Tourism Authority Transient Lodging Report (which included room tax revenue) for 2018 and 2019, dated December 2019 and incorporated into the record. Mr. Plemel referenced the list of hotel/motel rooms in Carson City by business license, provided in the agenda materials, and clarified that "the City's limitation on the Transient Occupancy - limiting stays to 28 days or less for motels and hotels came into effect sometime in the mid-90s;" however, those that were built prior to that date were grandfathered to allow the longer stay. Mr. Plemel also noted that Carson City Culture and Tourism Authority Executive Director David Peterson and Operations/Finance Manager Chris Kipp were present telephonically to answer questions.

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(10:18:41) – Acting Mayor Bonkowski explained that the comments he had received on the subject were focused on two issues: recreational vehicle (RV) parks and the homeless/low income demographic. He stated that the public expressed concern that taxes might reduce the RV traffic and the stay in Carson City. Additionally, he had received inquiries on what would happen to those who might get pushed out of their current motel living situations into unaffordable living situations due to their fixed incomes.

(10:19:45) – Supervisor Giomi noted that he had received similar comments; however, he was also aware of the living conditions in the motels. He inquired whether a change of ownership would eliminate the grandfathering aspect. Mr. Plemel explained that most of the sales have been that of the LLCs and not the properties; therefore, it might be difficult to enforce. Supervisor Giomi was concerned about the safety issues in the motels and Mr. Plemel believed improvements were made to certain properties and suggested continuing the enforcement of the [Carson City Municipal] Code. Supervisor Bagwell was also concerned about the unsafe conditions in the motels and wished to see a speeding up of the remediations. She advised looking at any opportunity “within our own codes to strengthen our ability to improve those living conditions.” Mr. Plemel believed the current building codes are enforceable and stated that they would continue the work being done on Title 18 currently.

(10:27:40) – Supervisor Barrette cited his personal experience and called the motel living and the “lax enforcement” a national problem. He also believed that the property owners are “taking great advantage of human beings who live in their facilities.” He was in favor of Supervisor Bagwell’s suggestion to “speed it up if possible.” Acting Mayor Bonkowski clarified that improving the living conditions should be a priority over CTA revenue and wished to explore an incentive program for new owners who rehabilitate the properties. Supervisor Giomi was informed that the properties in the Redevelopment Districts were eligible for the up to \$25,000 façade improvement funds. Acting Mayor Bonkowski noted that his primary focus was on the interior rehabilitation, maintenance, and inspection. Mr. Plemel acknowledged receipt of “enough direction” from the Board to proceed. Acting Mayor Bonkowski received confirmation that there were no members of the public to comment via telephone.

17.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED EMERGENCY ORDINANCE ESTABLISHING PROVISIONS EXTENDING THE PERIOD OF USE OF A STORAGE CONTAINER OR METAL STORAGE CONTAINER UNDER CERTAIN CIRCUMSTANCES.

PURSUANT TO ARTICLE 2 OF THE CARSON CITY CHARTER, THIS ORDINANCE MUST BE ADOPTED BY A UNANIMOUS VOTE OF THE BOARD OF SUPERVISORS.

(10:31:58) – Acting Mayor Bonkowski introduced the item. Mr. Plemel provided background and recommended providing an exemption to the requirement for a special use permit for temporary storage containers while the Governor’s COVID-19 state of emergency is in place because businesses needed the storage space for items that must be removed due to social distancing guidelines. Mr. Plemel recommended having the emergency ordinance expire upon the expiration of the COVID-19 state of emergency and give businesses 90 days to remove any container that was approved for an extended use under the ordinance. He also responded to clarifying questions by the Supervisors. Discussion ensued regarding the storage of inventory by the businesses and Acting Mayor Bonkowski recommended adding the post-emergency declaration timeframe to the motion. Supervisor Bagwell was informed that to date two administrative extensions had been approved.

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(10:38:31) – Supervisor Giomi moved to adopt Bill No. 113, Ordinance No. 2020-12, a proposed emergency ordinance establishing provisions extending the period of use of a storage container or metal storage container under certain circumstances and as presented on the record. Supervisor Bagwell seconded the motion.

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

18. FINANCE

18.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN ALLOCATION OF UP TO \$283,213 OF COMMUNITY DEVELOPMENT BLOCK GRANT - CORONAVIRUS (CDBG-CV) FUNDING FOR FISCAL YEAR (FY) 2021.

(10:39:02) – Acting Mayor Bonkowski entertained disclosures. Supervisor Giomi read into the record a prepared disclosure statement advising of a disqualifying conflict of interest and stated that he would not participate in discussion and action. Acting Mayor Bonkowski and Supervisor Barrette also read into the record separate prepared disclosure statements, advised of no disqualifying conflicts of interest, and noted that they would participate in discussion and action.

(10:41:50) – Acting Mayor Bonkowski introduced the agenda item. Grants Administrator Mirjana Gavric gave background on the funds and presented the agenda materials, incorporated into the record. She also explained that after the recommended allocation of funds, the remaining \$46,209 will be advertised alongside the regular CDBG funding in fall 2020. Ms. Gavric noted that they had received four applications the total of which was less than the available funds. She recommended the following allocations to be approved by the Board: \$79,826 to the Boys and Girls Club of Western Nevada; \$20,080 to the St. Vincent de Paul Society; \$57,191 to the Nevada Health Centers; and \$51,585 to Spirit of Hope. She also responded to clarifying questions.

(10:46:05) – Supervisor Bagwell was informed that the grant period was for one year and that the grant requirements were specific to COVID-19. Supervisor Bagwell inquired about the Application Review Work Group (ARWG) members and the fact at least one member was eligible to receive a grant. Ms. Gavric clarified that the member's organization had chosen not to apply for the grant. She also stated that the one-year grant period starts when the Memorandum of Understanding (MOU) is signed. Acting Mayor Bonkowski entertained additional discussion and when none was forthcoming, a motion.

(10:49:58) – Supervisor Bagwell moved to approve the grant funding as recommended. Supervisor Barrette seconded the motion.

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RESULT:	APPROVED (3-0-1)
MOVER:	Supervisor Bagwell
SECONDER:	Supervisor Barrette
AYES:	Supervisors Bagwell, Barrette, and Acting Mayor Bonkowski
NAYS:	None
ABSTENTIONS:	Supervisor Giomi
ABSENT:	None

19. BOARD OF SUPERVISORS – NON-ACTION ITEMS

(10:50:20) – Acting Mayor Bonkowski introduced the item. Ms. Hicks provided an update on the South Carson Street project and the Stewart Street roundabout. She noted that the project is on schedule and that the “fourth leg connection of the roundabout” was being developed. Ms. Hicks outlined the following deliverables: a consultant had been hired “to conduct the land surveying and prepare the legal description and exhibits” and a refined cost estimate. Ms. Hicks explained that Staff planned “to submit the easement application to the Forest Service early next year, and as part of their review and application process we’ll have a historic, cultural, as well as an environmental review.” She anticipated the project to be constructed in 2022 and informed the Board that Staff had submitted a National Endowment for the Arts (NEA) grant and was awaiting a response at which time a committee would be formed to define requirements and pursue a request for proposal (RFP). Supervisor Bagwell requested that the Board review the concept prior to the RFP.

(10:54:21) – Ms. Paulson announced that the order form for the COVID-19 supplies for local businesses would go live on the City’s website the following week. She also highlighted the difficulty of securing supplies such as sanitizing wipes.

FUTURE AGENDA ITEMS – N/A

STATUS REVIEW OF PROJECTS

INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

CORRESPONDENCE TO THE BOARD OF SUPERVISORS

STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD

(10:55:41) – Supervisor Barrette updated the Board on the Airport Authority activities such as an upcoming sale of a fixed based operator (FBO), the upcoming purchase of a vehicle for airport use, and the appraisal of several properties for future economic development.

(10:56:50) – Supervisor Bagwell explained that she had received calls regarding the new speed limit policy and recommended that inquiries get addressed to Transportation Manager Lucia Maloney.

(10:57:46) – Supervisor Giomi stated that a staff member of the Carson Water Subconservancy District (CWSD) had used current photos taken via a drone and had produced overlays using historic photographs. He offered to connect the staff member and the Assessor’s Office for possible land measurements via pictometry. Supervisor

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Giomi also shared with the Board the Kit Carson Trail (formerly known as the Blue Line) markers, crafted by Prison Industries and believed they will be in place by the end of December 2020.

(11:00:53) – Acting Mayor Bonkowski announced that CWCD was working on an aquatic trail along with Muscle Powered and the Parks, Recreation, and Open Space Department. He believed the project would attract tourism and related events.

STAFF COMMENTS AND STATUS REPORT

(11:01:57) – Ms. Paulson reminded the Board that with the extension of the City’s Cooperative Agreement Extension with the Airport Authority, an evening joint meeting is being planned on either November 19, 2020 or December 3, 2020, adding that she will work with the Supervisors to see which date will work better.

(11:03:01) – Supervisor Barrette thanked Acting Mayor Bonkowski for the moment of silence and the kind words regarding the loss of Mayor Crowell.

(11:03:10) – Acting Mayor Bonkowski recessed the meeting at 11:03 a.m.

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

(1:30:42) – Acting Mayor Bonkowski reconvened the meeting at 1:30 p.m. A quorum was still present.

20. FINANCE

20.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON THE PROPOSED CARSON CITY CAPITAL IMPROVEMENT PROGRAM (CIP) FOR FISCAL YEARS (FY) 2021 - 2025 AND RECOMMENDED SUPPLEMENTAL REQUESTS FOR THE FY 2021 OPERATING BUDGET.

(1:30:46) – Acting Mayor Bonkowski introduced the item. Chief Financial Officer Sheri Russell gave background, noting that the FY 2021 Final Budget had been approved on May 21, 2020 and filed with the State Department of Taxation. Ms. Russell reviewed a PowerPoint presentation, incorporated into the record, highlighting the fact that the consolidated tax revenue was higher than the projected amount due to the COVID-19 shutdown. Additionally, the receipt of approximately \$1.2 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act funds had an impact in reducing expenses and were not included in the initial FY 21 budget. Ms. Russell recommended the approval of \$789,895 in Supplemental Requests from the General Fund, and \$5,502,571 in the Capital Projects Fund, a total of \$6,292,466, leaving “an additional \$3,046,635 in the bank.” She also reviewed several spreadsheets, incorporated into the record, outlining 2020-2021 fleet purchase requests and the FY 2021 - FY 2025 Capital Requests that had been excluded from the budget approved on May 21, 2020. Acting Mayor Bonkowski entertained Board comments and questions.

(1:42:31) – Supervisor Bagwell referenced the late material regarding the onsite fueling station request and was informed by Public Works Director Darren Schulz that the City vehicles currently were not required to fuel at

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Commercial Fueling Network (CFN) facilities, adding that having its own CFN facility would result in a policy to fuel City vehicles there, except for emergencies. He was also in favor of having the City's own facility should an emergency, such as a fuel supply shortage, arise, citing lack of fuel for several days in the Reno area a year ago as a result of the fires in California. Supervisor Bagwell noted that due to reduced fuel tax, Transportation District 3 would not receive "the normal budgeted amount of road work." Mr. Schulz noted that should there be an influx of funds, a road work project can be added on Center Drive, as a coordinated effort with a Washoe Tribe project to be managed by Public Works. Supervisor Bagwell recommended moving \$400,000 to Transportation District 3 for that road project.

(1:53:28) – Supervisor Giomi believed that the City would receive priority usage for fueling during disaster declarations; however, he was informed that the City no longer had that right. Acting Mayor Bonkowski recommended that Staff "reach out to CFN and see if they would be agreeable to adding that language back into either the current contract or a future contract." Ms. Russell also responded to clarifying questions. Parks and Recreation Director Jennifer Budge informed the Board that \$5,000 had been donated through a private entity; however, it was not sufficient to repair the City's model airplane park (Pony Express) runways.

(2:03:10) – Ms. Russell also reviewed the Supplemental Requests, incorporated into the record, and responded to clarifying questions. Supervisor Bagwell was informed by Mr. Plemel that Code Enforcement focused primarily on "weed and junk abatement." Discussion ensued regarding the Rifle and Pistol Range and Ms. Budge explained that over 230 passes were sold and that the Parks and Recreation Department had received an average of \$1,200 per weekend. Supervisor Bagwell received confirmation that the revenue would be used to offset the Range operating costs; however, Ms. Russell cautioned that only the two-month revenue data was currently available. Supervisor Bagwell was informed that even with the requested additional employee, the Landfill would remain closed on Sundays. Ms. Russell informed Acting Mayor Bonkowski that of all the Supplemental Requests, the two Sheriff's Office positions for the pre-trial program were mandated by the Supreme Court. She also noted that the City currently had 31 grant-funded employees. Acting Mayor Bonkowski entertained Board comments.

(2:39:06) – Supervisor Barrette was in favor of funding the Capital Improvement Projects (CIPs) with the exception of the onsite fueling station request and preferred to allocate \$400,000 to road projects and was supportive of the Supplemental Requests. He also believed that inflation was inevitable; therefore, he preferred spending now versus later and at a higher rate.

(2:41:57) – Supervisor Bagwell recommended not funding the onsite fueling station, wished to see \$400,000 added to the Transportation District 3 needs, suggested considering the Pony Express model airplane park runway repairs only with the \$5,000 private match collected up front, and adding funds to the Asset Management Program (to be discussed during the budget augmentation process).

(2:44:15) – Supervisor Giomi recommended holding some of the funds from the Extraordinary Maintenance account to an emergency fuel fund such as emergency fuel and/or generator purchase. He also agreed that the onsite fueling station should not be funded just yet and was in favor of the added dollars to the Transportation District 3 funds. Supervisor Giomi was in agreement with the Supplemental Request list.

(2:47:10) – Acting Mayor Bonkowski agreed with the Supervisors' recommendations and suggested a motion.

CARSON CITY BOARD OF SUPERVISORS

Minutes of the September 17, 2020 Meeting

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(2:48:20) – Supervisor Bagwell moved to approve the revised Carson City Capital Improvement Program for Fiscal Years 2021-2025 and Supplemental Requests for the FY 2021 operating budget as discussed on the record, and direct staff to incorporate the following changes:

- Removal of the fuel facility.
- Adding the Pony Express Runway, with the condition that \$5,000 would be deposited by the private entity.
- Transferring \$400,000 to Transportation District 3 and the net remainder of which [remaining funds from the fuel facility request] to be transferred to the Asset Management Extraordinary Maintenance Fund.

The motion was seconded by Supervisor Giomi.

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

21. BOARD OF SUPERVISORS

21.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTIVES AND RECOMMENDATIONS CONCERNING CARSON CITY DEPARTMENTAL AND STAFF FUNCTIONS IN CARSON CITY AS A CONSOLIDATED MUNICIPALITY IN RELATION TO THE EXERCISE OF EMERGENCY POWERS PURSUANT TO NRS CHAPTERS 244 AND 414 AND CCMC CHAPTER 6.02 FOR THE PURPOSE OF ENSURING THE HEALTH, SAFETY AND WELFARE IN CARSON CITY IN RESPONSE TO THE GLOBAL CORONAVIRUS (COVID-19) PANDEMIC.

(2:50:58) – Acting Mayor Bonkowski introduced the item. Mr. Yu explained that Supervisor Giomi had brought to his attention that the Sierra Room has been designated by CCMC as the official meeting room of the Board of Supervisors; however, he believed that the temporary move to the Bob Boldrich Theater for COVID-19 related rehabilitation of the Sierra Room was permissible as long as it was noticed properly, and according to Open Meeting Law requirements.

(2:53:42) – Wastewater Utility Manager Andy Hummel announced upcoming research regarding wastewater testing for the presence of the COVID-19 virus and to monitor long-term trends. He also explained that the recommendation was not based on any mandates. Supervisor Giomi was in favor of the testing and called it “a no brainer.”

(2:59:37) – Carson City Health and Human Services (CCHHS) Director Nicki Aaker provided an update on the Department’s expansion, noting that they had expanded their operations to three additional satellite locations in Carson City, including the addition of a call center in the Parks and Recreation Department offices. Ms. Aaker

CARSON CITY BOARD OF SUPERVISORS

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also noted that they were looking for modular office spaces for testing, which is currently being conducted in a storeroom. She also stated that there had been no environmental health complaints in Carson City in the past two weeks. Ms. Aaker announced that Human Services had received three requests for assistance, two of which had been taken care of by family or friends.

(3:02:20) – Public Health Preparedness Manager Jeanne Freeman reported 140 new COVID-19 cases in the Quad-County area between September 6 and September 19, 2020, a seven case decrease from two weeks ago. She stated that they are collaborating with the school districts to monitor spread, and stated that 61 of the new cases were in Carson City. Ms. Freeman expressed concern that 60 percent of the infected individuals who were employed had been to work while symptomatic. She also updated the Board on the availability of the COVID-19 vaccine, noting that once available, a large portion will be provided to pharmacies and it will be a two-shot vaccine which cannot be co-administered with another vaccine or to symptomatic and infected individuals; however, she encouraged the public to receive their flu vaccines which would be available at CCHHS on Thursdays without an appointment. Ms. Freeman responded to clarifying questions as well. Ms. Aaker informed the Board of a campaign encouraging flu vaccinations prior to Nevada Day.

22. PUBLIC COMMENT

(3:16:22) – Acting Mayor Bonkowski entertained final public comments; however, none were forthcoming. Supervisor Giomi noted the difficult week the Board had, thanked Acting Mayor Bonkowski for “stepping up” and offered him his full support.

23. FOR POSSIBLE ACTION: TO ADJOURN

(3:17:10) – Acting Mayor Bonkowski adjourned the meeting at 3:17 p.m.

The Minutes of the September 17, 2020 Carson City Board of Supervisors meeting are so approved on this 15th day of October, 2020.



BRAD BONKOWSKI, Acting Mayor

ATTEST:


AUBREY ROWLATT, Clerk – Recorder

Attachments: Emailed Public Comments

PUBLIC COMMENT

From: [Morgan Canfield](#)
To: [Public Comment](#)
Subject: BOARD OF SUPERVISORS - Public Comment
Date: Wednesday, September 9, 2020 4:52:05 PM

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

My name is Morgan Canfield, and I needed a Covid test. I called the Carson City Health and Human Services Covid Hotline and wanted to share my positive experience. The person I spoke with at the hotline was extremely nice, explained the process and tried to address any concerns as best she could. Another person called me the next day to schedule the appointment and she was also extremely nice. The person that conducted the test was also very nice and even made my eyes water with the nose tickle swab. Its nice to see a professional job done while maintaining kindness. Keep up the good work!

Thank you,

Morgan

This email is a natural product...typos, misspellings and other irregularities are normal and to be expected

From: [Elizabeth Haase](#)
To: [Public Comment](#)
Subject: My two cents
Date: Friday, September 11, 2020 1:39:28 PM
Attachments: [image003.png](#)

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Regarding upcoming meeting in Carson now:

1. Big huge fan of wildfire reduction program.
2. What is discussion about long term motels about?
3. Why are we giving money to a wealthy Catholic church?
4. Could we not use some grant money for some public art? A symbol of Carson City that people compete to paint like in other cities? A few more sculptures on the highway? A purchase of a piece of land for a sculpture garden that all could enjoy?

Thank you for all you do,

Elizabeth Haase, MD

Medical Director of Psychiatry, Carson Tahoe Regional Medical Center
Associate Professor of Psychiatry,
University of Nevada at Reno School of Medicine
Cell: 347-326-3786
Work: 775-445-7769



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From: [R.Krueger](#)
To: [Public Comment](#)
Subject: Meeting/soending more money
Date: Monday, September 14, 2020 10:22:46 AM

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

It is simply NOT the time to spend more. Put any excess into a rainy day fund for now. Financial future is simply too uncertain. There us talk of increased fees and taxes making this a terrible emotionally, fiscally, and politically blind action.

[Sent from Yahoo Mail on Android](#)

From: [Jim Shirk](#)
To: [Public Comment](#); [Jim Shirk](#)
Subject: For public comment
Date: Wednesday, September 16, 2020 2:06:54 PM

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Please read all of this into the minutes of the meeting

This public comment is presented to the Board by

James C. Shirk
#5 Arizona Circle
Carson City, Nv
775.720.5761

With the passing of the Mayor the existing Board needs to take action to fill the vacancy. Per the Charter they will need to take action per the Charter as stated in Sec. 2.030

Sec. 2.030 Board of Supervisors: Vacancies. Except as otherwise provided in [NRS 268.325](#):

1. A vacancy in the office of Supervisor must be filled by appointment by a majority of the members of the Board within 30 days after the occurrence of the vacancy or after three regular or special meetings, whichever is the shorter period of time. A person may be selected to fill a prospective vacancy in the Board before the vacancy occurs. In such a case, each member of the Board, except any member whose term of office expires before the occurrence of the vacancy, may participate in any action taken by the Board pursuant to this section. The appointee must have the qualifications required by section 2.010.

2. No such appointment extends beyond the first Monday in January after the next general election, at which election a new Supervisor must be elected to fill the unexpired term.

(Ch. 213, [Stats. 1969 p. 294](#); A — Ch. 854, [Stats. 1989 p. 2059](#); Ch. 515, [Stats. 1997 p. 2449](#))

Additionally - please read this into the minutes of the meeting

James Shirk OPINION - The citizens are entitled to have 5 individuals on the Board to serve the community. Without filling the seat citizens are not represented properly.

Additionally - Carson City District Attorney needs to inform the citizens what action will be taken and when.

Thank you for you time.
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