

DRAFT MINUTES
Regular Meeting
Carson City Redevelopment Authority Citizens Committee (RACC)
Monday, February 6, 2023 ● 5:30 PM
Community Center Robert “Bob” Crowell Boardroom
851 East William Street, Carson City, Nevada

Commission Members

Chair – Court Cardinal	Member – Ashley Ackerman
Member – Richard Bragiel	Member – Margaret Green-Wilson
Member – Nicole Kastens	Member – Member Lee Kennedy
Member – Lisa Schuette	

Staff

Hope Sullivan, Community Development Director
Dan Yu, Assistant District Attorney
Tamar Warren, Senior Deputy Clerk

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

The approved minutes of this meeting and of all other meetings are available on www.Carson.org/minutes.

1. ROLL CALL AND DETERMINATION OF QUORUM

(5:30:15) – Vice Chair Cardinal called the meeting to order at 5:30 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Vice Chairperson Court Cardinal	Present	
Member Ashley Ackerman	Present	
Member Richard Bragiel	Present	
Member Margaret Green-Wilson	Present	
Member Nicole Kastens	Absent	
Member Lee Kennedy	Present	
Member Lisa Schuette	Present	

2. PUBLIC COMMENTS

(5:30:56) – Vice Chair Cardinal entertained public comments; however, none were forthcoming.

3. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – OCTOBER 3, 2022

(5:31:20) – Vice Chair Cardinal introduced the item and entertained changes, Corrections, and/or a motion.

(5:31:25) – Member Bragiel moved to approve the October 3, 2022, RACC meeting minutes as presented. The motion was seconded by Member Schuette. Discussion ensued regarding abstentions during the approval of minutes and Mr. Yu clarified that unless members have a disqualifying conflict of interest, they could vote to approve the minutes regardless of whether they were present or not.

RESULT:	APPROVED (6-0-0)
MOVER:	Bragiel
SECONDER:	Schuette
AYES:	Cardinal, Ackerman, Bragiel, Green-Wilson, Kennedy, Schuette
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kastens

4. MEETING ITEMS:

4.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO ELECT A CHAIR AND VICE-CHAIR FOR CALENDAR YEAR 2023.

(5:33:08) – Vice Chair Cardinal introduced the item. Ms. Sullivan recommended motions to elect the Chair and Vice Chair of RACC.

(5:33:28) – Member Schuette moved to appoint Vice Chair Cardinal to the position of RACC Chair. The motion was seconded by Member Bragiel.

RESULT:	APPROVED (6-0-0)
MOVER:	Schuette
SECONDER:	Bragiel
AYES:	Cardinal, Ackerman, Bragiel, Green-Wilson, Kennedy, Schuette
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kastens

(5:33:52) – Chairperson Cardinal moved to appoint Member Bragiel to the position of RACC Vice Chair. The motion was seconded by Member Schuette.

RESULT:	APPROVED (6-0-0)
MOVER:	Cardinal
SECONDER:	Schuette
AYES:	Cardinal, Ackerman, Bragiel, Green-Wilson, Kennedy, Schuette
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kastens

(5:34:02) – Mr. Yu Clarified that the nominations for Chair and Vice Chair were for one-year (calendar year) terms each.

(5:34:19) – Chairperson Cardinal welcomed new members Ackerman, Green-Wilson, and Kennedy. Ms. Sullivan suggested having all members introduce themselves and each member and Ms. Sullivan provided a brief introduction.

4.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE FISCAL YEAR (“FY”) 2024 REDEVELOPMENT DISCRETIONARY FUNDS TENTATIVE BUDGET ALLOCATIONS AND ESTIMATION OF ALLOCATIONS FOR THE FOLLOWING FOUR YEARS AS RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY TO IMPLEMENT REDEVELOPMENT OBJECTIVES.

(5:37:29) – Chairperson Cardinal introduced the item. Ms. Sullivan noted that the Committee should base all discussion on the following late materials: the Staff Report, the Redevelopment Authority FY 2023 - FY 2027 Projection, and the Capital Improvement Funding Request Forms. She reviewed the Staff Report and highlighted the fact that the City’s Chief Financial Officer anticipated that the total revenue into the FY 2024 redevelopment account would be \$3,584,965. Ms. Sullivan explained that the direction she had received both from RACC and the Redevelopment Authority was to use discretionary Redevelopment funds for infrastructure projects that benefit the general public and provide support to existing property owners, businesses, and events rather than providing incentives directly to individual property owners, businesses, or events. She also recommended continuing to fund the traditionally funded events: the Farmers Market, the Nevada Day Parade, the Christmas Tree Lighting, and the July 4th Fireworks as proposed in the February 2022 five-year plan.

(5:41:20) – Ms. Sullivan noted that she had reached out to the Parks, Recreation, and Open Space Director and the Public Works Director and based on that conversation, she was recommending the infrastructure projects outlined in the Staff Report and incorporated into the record. She also explained that should all the projects be funded; the fund would still have a balance of over \$400,000. Additionally, Ms. Sullivan stated that the Committee’s role was to make a recommendation to the Redevelopment Authority. Chairperson Cardinal inquired about the automobile dealer incentives and Ms. Sullivan clarified that those are tracked separately by the City’s Chief Financial Officer and the contractual obligations are met.

(5:44:55) – In response to a question regarding the Engine House Arches Project, City Engineer Randy Rice expected the Project to be completed this fiscal year; however, he cautioned that challenges might hinder that deadline. He explained that the sandstone had been proven too weak for the design and noted that they were working with masonry experts to ensure there was enough rock to complete the Project and to assure structural integrity. Mr. Rice anticipated a fair amount of risk associated with the bid and believed that the budgeted \$400,000 might not be sufficient, requiring possible modifications to the structure. Ms. Sullivan referenced the Redevelopment Authority FY 2023 - FY 2027 Projection spreadsheet and noted that the numbers in bold were FY 2023 funds that had been allocated but not spent; therefore, the Board of Supervisors had carried those funds forward. Supervisor Schuette was in support

of the Engine House Arches Project, even if it required additional funds. She also wished to continue funding the Farmers Market which she considered a community event. Vice Chair Bragiel was informed that the Farmers Market was a for-profit entity. Discussion ensued regarding the Downtown Trash Enclosures and Mr. Rice clarified that initially this would be a pilot project and the design would be handled in-house. He explained that the requested amount would be to evaluate a few locations and build two enclosures after working with business owners, adding that the project would eventually be expanded. Parks, Recreation, and Open Space Director Jennifer Budge explained that the Fuji Park improvements were designated to expand the arena. Member Ackerman inquired about restoring the Kit Carson Trail and Mr. Rice noted that the plan included that restoration. There were no additional comments; therefore, Chairperson Cardinal entertained a motion.

(5:59:55) – Member Schuette moved to recommend to the Redevelopment Authority approval of the Fiscal Year 2024 Redevelopment budget with the inclusion of discretionary funding as proposed. The motion was seconded by Member Kennedy.

RESULT:	APPROVED (6-0-0)
MOVER:	Schuette
SECONDER:	Kennedy
AYES:	Cardinal, Ackerman, Bragiel, Green-Wilson, Kennedy, Schuette
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kastens

4.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE EXPENDITURE OF UP TO \$22,197.50 FROM THE FAÇADE IMPROVEMENT PROGRAM FUND FOR FAÇADE IMPROVEMENTS TO THE BUILDING LOCATED AT 210 S. CARSON STREET, KNOWN AS THE KALEIDOSCOPE, WITHIN REDEVELOPMENT AREA NO. 1.

(6:00:47) – Chairperson Cardinal introduced the item. Ms. Sullivan gave background and presented the Staff Report which is incorporated into the record. She also recommended approval of the expenditure of up to \$22,197.50 from the Façade Improvement Program fund for façade improvements to the building located at 210 S. Carson Street, known as the Kaleidoscope, within Redevelopment Area No. 1.

(6:03:23) – Property owner and applicant David Shriver gave background on the building and highlighted the structural improvements they had made to the building. He also responded to clarifying questions. Discussion ensued regarding the dry cleaning business which had been demolished and Ms. Sullivan clarified that due to groundwater contamination issues the Nevada Department of Environmental Protection (NDEP) was addressing the issue, which she anticipated would take a few years. Ms. Sullivan explained that she was recommending approval to complement all the other improvements taking place on Curry Street. There were no public comments; therefore, Chairperson Cardinal entertained a motion.

(6:13:10) – Vice Chair Bragiel moved to approve the expenditure of up to \$22,197.50 for façade improvements along the western façade of the building located at 210 S. Carson Street, subject to the conditions of approval in the staff memo; and to grant a waiver of the policy requiring three bids for the proposed awning improvements. The motion was seconded by Member Kennedy.

RESULT:	APPROVED (6-0-0)
MOVER:	Bragiel
SECONDER:	Kennedy
AYES:	Cardinal, Ackerman, Bragiel, Green-Wilson, Kennedy, Schuette
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Kastens

5. DISCUSSION ONLY:

- a. **STAFF REPORTS AND UPDATES ON MATTERS RELATING TO THE RACC.
FUTURE AGENDA ITEMS FOR THE NEXT RACC MEETING.
RACC MEMBER REPORTS AND COMMENTS.**

(6:14:15) – Ms. Sullivan apologized for the posting error and for having the Committee work off the late material. She also explained that the Committee’s responsibility was to approve façade improvement requests and recommend expenditures to the Redevelopment Authority.

(6:15:01) – Member Schuette thanked Ms. Sullivan for all the work she does, and Chair Cardinal concurred.

6. PUBLIC COMMENTS

(6:15:41) – Chairperson Cardinal entertained final public comments; however, none were forthcoming.

7. FOR POSSIBLE ACTION: ADJOURNMENT.

(6:15:50) – Chairperson Cardinal adjourned the meeting at 6:15 p.m.

The Minutes of the February 6, 2023, Carson City Redevelopment Authority Citizens Committee are so approved this 2nd day of October, 2023.