

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

Minutes of the January 9, 2002 Meeting

Page 1

A regular meeting of the Carson City Redevelopment Authority Citizens Committee was scheduled for 5:30 p.m. on Wednesday, January 9, 2002 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Vice Chairperson Linda Johnson
Steve Browne
Art Hannafin
Fred Nietz
Morey Tresnit

STAFF: Rob Joiner, Economic Development/Redevelopment Manager
Kathleen King, Recording Secretary

NOTE: Unless indicated otherwise, each item was introduced by Vice Chairperson Johnson. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

A. CALL TO ORDER, DETERMINATION OF QUORUM (1-0001) - Vice Chairperson Johnson called the meeting to order at 5:35 p.m. Roll was called; a quorum was present. Chairperson Williamson and Member McCarthy were absent. Member Tresnit arrived at 5:38 p.m.

B. ACTION ON APPROVAL OF MINUTES - December 12, 2001 (1-0010) - Member Hannafin moved to approve the minutes. Member Nietz seconded the motion. Motion carried 4-0.

C. MODIFICATION OF AGENDA (1-0031) - None.

D. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0037; 0801) - June Hartman, of Comma Coffee, referred to the approval of her redevelopment incentive funding request approximately one year ago. She advised that the owner of the building subsequently refused to agree to the required lien. She further advised that she has secured a private bond and will be resubmitting an application for incentive funding. Member Browne requested Mr. Joiner to research the matter and determine if there is a way to reaffirm the previous decision.

E. PUBLIC HEARING:

E-1. DISCUSSION AND ACTION REGARDING A REQUEST FROM MADALENA FARROW (PROPERTY OWNER: BOAC, LTD. (FORMERLY BANK BUILDING, INC.)), FOR REDEVELOPMENT PROGRAM FUNDING FOR REHABILITATION OF HEATING, AIR CONDITIONING AND VENTILATION EQUIPMENT AND SYSTEMS, ON PROPERTY LOCATED AT 600 EAST WILLIAM STREET, APN 002-145-01, IN THE AMOUNT OF \$14,925 AND NOT TO EXCEED 20 PERCENT OF THE TOTAL PROJECT COST (1-0045) - Vice Chairperson Johnson and Member Hannafin advised of conflicts of interest with regard to this matter. Vice Chairperson Johnson passed the gavel to Member Nietz, and she and Member Hannafin left the meeting room.

Madalena Farrow, representing BOAC, Ltd., circulated photographs and plan drawings for the project. She advised that the HVAC system is a major problem which needs to be addressed immediately. She introduced Rick Adams of Anderson Heating and Dale Kindall of Silver State Temperature Controls. Mr. Adams provided information regarding evaluation of the existing equipment and the need for upgrade. Mr. Kindall reviewed the purpose and elements of the project. He responded to questions regarding the existing air handling units and needed upgrades to the controls. He described the various temperature disparities throughout the building. He acknowledged that upgrades to the controls and a fair amount of repair are the major elements of the project. Ms. Farrow commented on the inefficiency of the equipment and, in response to a question, advised that the problem has existed for the last ten years. Mr. Adams discussed the condition of the existing equipment and controls.

Ms. Farrow responded to questions regarding the time table for the project depicted in the plan drawings. She advised of the purpose for the timing of this request in relation to the entire project, and acknowledged that Sierra Pacific Power Company recommended the retrofit. At the request of Member Browne, Mr. Joiner reviewed the memo attached to the staff report. Ms. Farrow discussed additional proposed projects for the property. Member Browne commended Ms. Farrow on the plan drawings, and commented that redevelopment incentive funding is available for the purpose of "produc[ing] visions." He indicated that he would feel more comfortable if the HVAC upgrades were part of the entire

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

Minutes of the January 9, 2002 Meeting

Page 2

project, and expressed concern with regard to investing in a stop gap measure. Mr. Joiner suggested considering the resources of the applicants, their holdings, and track record. He referred to the 777 East William Street office building, discussed the improvements to the interior, and advised that it is now fully occupied with better tenants.

Ms. Farrow advised that incorporating the HVAC system upgrades into the entire project would extend the project by several months. She further advised that, without assistance on the HVAC system, the renovation project will have to be postponed. Member Browne suggested that Ms. Farrow could apply for incentive funding for the larger project in the future. Mr. Kindall commented on the recent trend in Reno of empty bank buildings, and Ms. Farrow expressed a concern over losing tenants if the HVAC system upgrades are not done. She responded to questions regarding the number of existing tenants, the percentage of the building currently occupied, and the amount of turnover.

Acting Chairperson Nietz passed the gavel to Member Browne and moved to approve the small amount of money which will allow these people to continue maintaining the building in its present condition and hopefully improve the overall look of the building and, therefore, benefit the entire community and redevelopment as well per the motion recommended by staff. Motion died for lack of a second. Acting Chairperson Browne returned the gavel to Member Nietz. Member Tresnit moved to evaluate this project further and reagendaize it for next month's meeting. Acting Chairperson Nietz seconded the motion. Member Tresnit noted that additional Committee members may be in attendance at the February meeting. Member Browne encouraged Ms. Farrow to return to the Committee when she is ready to implement the full project, and to request incentive funding at that time. In response to a question, Mr. Joiner advised that the upgrades cannot be reimbursed prior to receiving approval from the Committee and the Redevelopment Authority. Mr. Joiner acknowledged that the \$14,925 figure is 20% of the total project cost. He further acknowledged that a special meeting of the Committee could be called prior to the regularly scheduled February meeting. **Member Tresnit withdrew his previous motion and moved to entertain a continuance of this item and call a special meeting prior to the February meeting in order that more Committee members can be present. Acting Chairperson Nietz seconded the motion. Motion carried 2-1.** Vice Chairperson Johnson and Member Hannafin returned to the meeting room. Member Nietz returned the gavel to Vice Chairperson Johnson.

E-2. DISCUSSION AND ACTION REGARDING THE REPORT OF ACTIVITIES FROM THE DOWNTOWN MERCHANTS ASSOCIATION (1-0672) - Doreen Mack distributed a letter from Linda Spivack and Michael Robbins, and read a statement into the record advising of her resignation as president of the Downtown Merchants Association. Vice Chairperson Johnson thanked Ms. Mack, on behalf of the Committee, for her hard work over the past few years, particularly for her participation and coordination with the Committee and her contributions to the Committee's deliberations, both in the strategic plan and in the ongoing work of the Committee. She commended Ms. Mack on her dedication to the downtown area. Ms. Mack thanked the Committee for all its assistance and for funding special events in the downtown area. She advised that the Downtown Merchants Association checkbook will be available to be picked up by Mr. Robbins on Friday. Member Tresnit advised of a very positive meeting held January 3, 2002, and commented that the recent developments have been surprising. He commended Ms. Mack for her efforts, diligent work, and commitment.

In response to a question, Linda Spivack advised that an election is scheduled and that new officers will be appointed by that process. Vice Chairperson Johnson requested that the elected officers work with Mr. Joiner. She invited the participation of the Downtown Merchants Association members, and expressed the hope that the Committee and the Merchants Association can work together to create a positive and economically successful downtown. Mr. Joiner requested that the Merchants Association consider rescheduling their regular, monthly meetings to a date other than the first Thursday of each month in order that he and Supervisor Williamson can attend. He explained the conflict with the regularly scheduled Board of Supervisors meetings on the first and third Thursdays of each month. No formal action was taken.

E-3. DISCUSSION AND ACTION ON A RECOMMENDATION TO THE REDEVELOPMENT AUTHORITY/BOARD OF SUPERVISORS ON AN AGREEMENT FOR CONSULTING SERVICES BETWEEN CARSON CITY REDEVELOPMENT AUTHORITY AND WESTERN MANAGEMENT ASSOCIATES AT A COST NOT TO EXCEED \$9,200 FOR THE IMPLEMENTATION OF THE REDEVELOPMENT AUTHORITY STRATEGIC PLAN; AND E-4. DISCUSSION AND ACTION REGARDING DOWNTOWN STRATEGIC PLAN TASK FORCE MEETINGS (1-0856) - Mr. Joiner reviewed the staff report and Mr. Mooney's proposal. Mr. Mooney provided an overview of the cost estimate. Mr. Joiner acknowledged that the Committee can enter into a consulting contract without a RFP, and explained the applicable provisions for doing so. Member Hannafin inquired as to Mr. Mooney's involvement in the Downtown Strategic Plan task force meetings. Mr. Joiner advised that the hours listed in Mr. Mooney's proposal fall far short of the actual time he will

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

Minutes of the January 9, 2002 Meeting

Page 3

be investing. He acknowledged that Mr. Mooney will be assisting the Committee with the Downtown Task Force.

Mr. Mooney distributed an outline for the January 29, 2002 Downtown Task Force meeting, and explained that he has recommended using the project management approach for organizing the downtown task force. He advised that the Redevelopment Authority Strategic Plan will move forward as planned. He recommended that Mr. Joiner serve as general manager for the downtown task force projects, and reviewed the outline. Mr. Joiner will also serve as project manager for the economic revitalization project, Mr. Mooney will serve as project manager for cultural heritage, Member Hannafin for physical environment, and Member Browne for people conveyance. Mr. Joiner advised that the task force meetings will be considered public hearings and, as such, subject to the Nevada Open Meeting Law. Minutes will be required for each meeting as well as an official record of agenda materials. Discussion took place regarding the differences in purview between the Committee and the Downtown Task Force. Mr. Joiner acknowledged that Mr. Mooney's contract will help facilitate the Downtown Task Force as well as the Committee's specified objectives. Member Hannafin suggested that this should be clarified in Mr. Mooney's proposal. In response to a question, Mr. Joiner advised that the Committee and Mr. Mooney will be involved in three meetings a month, i.e., the regular Committee meeting and two task force meetings.

Mr. Mooney discussed the elements of project management as applied to the task force, including coordination and communication. He advised that he would provide the Committee members with a project update each week. Mr. Joiner advised that Steve Bilyeu has been added to the Downtown Task Force. Mr. Mooney discussed the social and cultural tasks outlined in the Gantt chart, and advised that a determination will need to be made regarding whether the input of the other downtown task force members fits with the vision of the strategic plan. He discussed the involvement of the UNR College of Business Administration in the survey questionnaires, and advised that he will continue to work with them. Discussion took place regarding the survey questions; random sampling of property owners, business owners, and individuals; and the differences between the Redevelopment Authority Strategic Plan and the Downtown Task Force agenda. Mr. Joiner discussed the Board of Supervisors' reception of the Redevelopment Authority Strategic Plan, and reviewed the responsibilities of the economic revitalization project team.

Vice Chairperson Johnson provided background information on the discussion for the benefit of the citizens present. Mr. Mooney pointed out that the Redevelopment Authority Strategic Plan is based on a quality perspective not an economic perspective. Member Browne suggested that the visions of the two plans should be approached differently, but that the work should involve the same people in order that the same elements are contained in both plans. Mr. Joiner suggested charging the economic revitalization team, which will be established within the Downtown Task Force, with all the issues that the overall Economic Development Team is looking for. He discussed the accomplishments of the Redevelopment Authority, including demolishing certain buildings, true redevelopment, and economic revitalization. He commented that people come to Carson City because of its cultural heritage, but it's difficult to get the power brokers to commit to and reinforce that on a day-to-day basis. He indicated that the Economic Development Strategic Plan has to "move in that direction." Member Browne noted that the responsibility of the Redevelopment Authority Citizens Committee is to ensure that the Economic Development Strategic Plan includes the vision of the Redevelopment Authority Strategic Plan. Mr. Joiner indicated that the tenets of the Redevelopment Authority Strategic Plan need to be considered in light of supporting economic revitalization. He suggested reinforcing economics within the task forces and subordinating the guiding principles and quality aspects of the Redevelopment Authority Strategic Plan. Mr. Mooney advised that this is the reason he elevated economic revitalization to a project status in the operations plan.

Extensive discussion took place regarding the agenda for the Downtown Task Force meetings and the differences between the strategic plan and the operational plan. Member Hannafin suggested that after a few meetings with the task force, many of the questions will be answered. **Member Browne moved that the Redevelopment Authority Citizens Committee recommend to the Redevelopment Authority/ Board of Supervisors acceptance of the agreement for consulting services between Carson City Redevelopment Authority and Western Management Associates at a cost not to exceed \$9,200 for the implementation of the Redevelopment Authority Strategic Plan. Members Tresnit and Hannafin seconded the motion. Motion carried 5-0.** Member Browne commented that the Downtown Task Force will be an opportunity for the Committee to apply the elements of the Redevelopment Authority Strategic Plan.

E-5. DISCUSSION AND ACTION REGARDING REDEVELOPMENT AUTHORITY SPECIAL EVENTS APPLICATION PROCESS (1-1835) - Vice Chairperson Johnson provided Mr. Joiner with suggested revisions to the application. Mr. Joiner responded to questions regarding available funding and publicizing the application process. Member Nietz indicated that he and Mrs. Nietz will be reviewing the application and providing suggested revisions as well. Mr. Joiner acknowledged that funding has already been budgeted for events which take place prior to June 30, 2002. Discussion took place regarding funding for events and, in response to a question, Mr. Joiner advised that the

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE

Minutes of the January 9, 2002 Meeting

Page 4

application can be revised and made available within the next week. Consensus of the Committee was to review the applications at the March meeting. Discussion took place regarding the possibility of reserving funds for events which may be presented after the March deadline, and consensus of the Committee was to set a certain deadline for applications. Mr. Joiner acknowledged that the March agenda will be kept mainly to the application process. No formal action was taken.

E-6. DISCUSSION AND ACTION ON PROPOSED CAPITAL IMPROVEMENTS PROJECTS INCLUDING INTERSECTION IMPROVEMENTS ON CURRY STREET, DECORATIVE/SAFETY FENCING ON SOUTH CARSON STREET, STREET LIGHT IMPROVEMENTS IN PUBLIC PARKING LOTS, AND INTERSECTION AND HANDICAPPED ACCESSIBLE SIDEWALK IMPROVEMENTS AT WEST PROCTOR AND NORTH PLAZA STREETS (1-2075) - Mr. Joiner reviewed the staff report and referred to the letter from Don Bernard included in the agenda materials. Consensus of the Committee was to request Mr. Joiner to invite Mr. Bernard to attend a Committee meeting to discuss redevelopment of his property. No formal action was taken.

E-7. DISCUSSION AND ACTION REGARDING REDEVELOPMENT AUTHORITY BUDGET EXPENDITURES (1-2215) - Mr. Joiner reviewed the budget preparation worksheets included in the agenda materials. In response to a question, he discussed the project scheduled for the southwest corner of Proctor and Plaza Streets. Discussion took place regarding additional intersection improvement projects.

F. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (1-2361) - None.

F-1. FUTURE AGENDA ITEMS (1-2365) - Previously covered.

G. ACTION ON ADJOURNMENT (1-2366) - Member Browne moved to adjourn the meeting at 7:30 p.m. Member Nietz seconded the motion. Motion carried 5-0.

The Minutes of the January 9, 2002 Carson City Redevelopment Authority Citizens Committee meeting are so approved this ____ day of February, 2002.

ROBIN L. WILLIAMSON, Chairperson