CARSON CITY CHARTER REVIEW COMMITTEE

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A regular meeting of the Carson City Charter Review Committee was scheduled for 5:00 p.m. on Tuesday, March 30, 2004 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Donna DePauw

Vice Chairperson David Cook

Ronald Allen Ronald Bowman Donald Campbell Stephen Lincoln Steve Suwe Fred Uptergrove

STAFF: Alan Glover, Clerk-Recorder

Melanie Bruketta, Supervising Deputy District Attorney

Kathleen King, Recording Secretary

NOTE: A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review during regular business hours.

- **A. CALL TO ORDER** (1-0008) Mr. Glover called the meeting to order at 5:01 p.m.
- **B.** ANNUAL SWEARING IN OF MEMBERS (1-0010) Mr. Glover administered the Oath to the Committee members.
- C. ROLL CALL (1-0050) Roll was called; a quorum was present. Member Adler was absent.
- **D. ORIENTATION** (1-0035) Mr. Glover advised that four meetings had been budgeted. (1-0055) Ms. Bruketta introduced herself for the record, and provided historic information on the City's charter and an overview of the same. She explained the advisory nature of the Committee to provide recommendations to the Carson City Board of Supervisors. She advised that the Nevada Open Meeting Law applies to the Committee and referred the Committee members to the Nevada Attorney General's website to review the Open Meeting Law Manual.
- **E. PUBLIC COMMENT ON NON-AGENDIZED ITEMS** (1-0135) Mr. Glover noted there were no other citizens present.
- **F. INTRODUCTION OF NEW MEMBERS** (1-0136) At Mr. Glover's request, the Committee members introduced themselves and provided background information on their professional and volunteer experience.
- G. ACTION TO ELECT CHAIRPERSON AND VICE CHAIRPERSON (1-0209) Mr. Glover opened the floor for nominations. Member Lincoln nominated Donna DePauw for chair. Member Allen seconded the nomination. Member Lincoln nominated Dave Cook for vice chair. Member Suwe seconded the nomination. Member Lincoln moved to close nominations. Member Campbell seconded the motion. Motion carried 8-0. Member Suwe moved to accept the slate as proposed. Member Uptergrove seconded the motion. Motion carried 8-0.

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- H. DISCUSSION REGARDING RESOLUTIONS PRESENTED TO THE BOARD OF SUPERVISORS BY THE 2002 CHARTER REVIEW COMMITTEE (1-0234) Chairperson DePauw referred to the Resolutions included in the agenda materials, and the Committee members reviewed and discussed the same.
- I. DISCUSSION AND ACTION TO FORM A WORKING GROUP TO CREATE BYLAWS FOR THE CHARTER REVIEW COMMITTEE (1-0878) Chairperson DePauw provided background information on this item, and discussion took place regarding the same. Member Lincoln pointed out that creation of Committee bylaws would need to be approved by the Board of Supervisors. In response to a question, Ms. Bruketta advised that the Charter does not provide for creation of Committee bylaws. Member Lincoln suggested developing additional meeting procedures to recommend to the Board of Supervisors which could be included, as appropriate, under Sections 1.080 1.100 of the Charter. In response to a question, Ms. Bruketta suggested recommending to the Board of Supervisors to recommend to the Legislature amendment of the Charter to allow creation of Committee bylaws. Members Uptergrove and Allen agreed with earlier comments that additional detail could be added to the sections of the Charter which pertain to the Committee rather than creating a set of bylaws. Member Suwe suggested that the method by which Committee meetings are conducted should not be included in the Charter.

In response to a question, Ms. Bruketta encouraged the Committee members to review the Nevada Open Meeting Law. In response to an earlier comment, she pointed out that Roberts' Rules of Order are very restrictive and suggested that, prior to incorporating them into the Committee's meeting guidelines, each Committee member should carefully review them. She agreed with an earlier suggestion by Chairperson DePauw that the working group meet to develop bylaws/meeting guidelines and return to the full Committee with a recommendation. Chairperson DePauw suggested gathering several sets of bylaws from other advisory bodies within the community, reviewing them, and determining whether any apply to the Committee. Member Uptergrove moved to create the working group, comprised of Chairperson DePauw, Vice Chairperson Cook, and Member Suwe, to develop a suggested set of bylaws for review by the Committee. Member Allen seconded the motion. Motion carried 8-0.

J. DISCUSSION AND ACTION TO DEVELOP A PROCESS BY WHICH A SUPERVISOR OR THE MAYOR WOULD BE REPLACED IN THE EVENT OF THEIR RESIGNATION OR DEATH WHILE IN OFFICE (1-1118) - Member Bowman referred to Section 2.030 of the Charter, and Ms. Bruketta advised that the procedure outlined therein had been followed to fill the vacancy left by former Supervisor Jon Plank. In response to a question, Chairperson DePauw reviewed issues expressed by members of the Board of Supervisors and other citizens, including the length of the appointee's term and appointment versus election.

Member Cook discussed personal experience with this issue, and expressed support for keeping the process as flexible as possible. He indicated a preference for leaving the language of the Charter as it is presently stated, and discussion took place with regard to the same. **Member Allen moved to leave the language as it is currently stated and not consider any additional revisions. Member Lincoln seconded the motion. Motion carried 8-0.**

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- **K. DISCUSSION AND ACTION REGARDING PLACEMENT OF ITEMS ON THE BOARD OF SUPERVISORS AGENDA WHEN A 2/3 VOTE IS REQUIRED** (1-1257) Chairperson DePauw provided background information on this item, and discussion took place regarding the authority by which the Mayor establishes the agenda. Consensus of the Committee was to research the existence of a specific authority granted the Mayor to establish the Board of Supervisors agenda. Vice Chairperson Cook expressed a preference that the issue be settled among the Supervisors if no specific authority exists, and discussion took place with regard to the same. **Member Allen moved to research the issue. Member Bowman seconded the motion.** In response to a question, Ms. Bruketta advised that there would most likely not be any State law to address the issue. She offered to research the statutes, however. She requested Ms. King to check into the existence of Board of Supervisors bylaws. Chairperson DePauw called for a vote on the pending motion; **motion carried 8-0.**
- L. FUTURE AGENDA ITEMS (1-1567) Member Lincoln requested staff to agendize a brief presentation of the Nevada Open Meeting Law. Chairperson DePauw requested staff to agendize discussion regarding elimination of the provision for a minor to be appointed to the Parks and Recreation Commission. Ms. Bruketta advised that the Committee had no authority to address the composition of the Parks and Recreation Commission; that this matter would be appropriately addressed by action of the Board of Supervisors. Chairperson DePauw referenced Section 2.320, "Power of Board; Advisory boards," and requested staff to agendize discussion regarding a provision to remove or eliminate an advisory board created by the Board of Supervisors. Chairperson DePauw suggested that the Committee members review the Charter, talk to friends and neighbors with regard to future agenda items. Member Uptergrove requested staff to agendize discussion regarding revisions to the language of the Charter.
- M. ACTION ON ADJOURNMENT (1-1797) Member Lincoln moved to adjourn the meeting at 6:32 p.m. Member Allen seconded the motion. Motion carried 8-0.

The Minutes of the March 30, 2004 meeting of the Carson City Charter Review Committee are so approved this 27th day of April, 2004.

DONNA DePAUW, Chair	