

**MINUTES**  
**Regular Meeting**  
**Carson City Redevelopment Authority Citizens Committee (RACC)**  
**Monday, February 6, 2017 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Board Members**

<b>Chair – Ronni Hannaman</b>	<b>Vice Chair– Garrett Lepire</b>
<b>Member – John Barrette</b>	<b>Member – Court Cardinal</b>
<b>Member – Jason Justice</b>	<b>Member – Craig Mullet</b>
<b>Member – Kristoffer Wickstead</b>	

**Staff**

Lee Plemel, Community Development Director  
Adriana Fralick, Chief Deputy District Attorney  
Kathleen King, Chief Deputy Clerk  
Minutes by: Tamar Warren, 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 available for review during regular business hours.

An audio recording of this meeting is available on [www.carson.org/minutes](http://www.carson.org/minutes).

**1. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF A QUORUM**

(5:30:38) – Chairperson Hannaman called the meeting to order at 5:30 p.m.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chair Ronni Hannaman	Present	
Vice Chair Garrett Lepire	Present	
Member Lori Bagwell	Present	
Member Court Cardinal	Absent	
Member Jason Justice	Present	
Member Craig Mullet	Absent	
Member Kristoffer Wickstead	Present	

**2. PUBLIC COMMENTS**

(5:31:10) – Chairperson Hannaman entertained public comment.

(5:31:37) Arts and Culture Coordinator Mark Salinas requested managing the funds allocated by RACC to the Cultural Commission (40 percent of RACC event funding) differently. Mr. Salinas wished to recommend to the Board of Supervisors reserving five percent of the allocated funds, approximately \$2,000 “for individual artists to apply for special events”, following the existing spending guidelines. Chairperson Hannaman reminded Mr. Salinas that this was not an agenda item; therefore, no action will be taken this evening. Chief Deputy District Attorney Adriana Fralick advised that the members may ask Mr. Salinas clarifying questions but would not be allowed to deliberate and take action. Community Development Director Lee Plemel clarified that this request was related to agenda item 4-C, allocation of

funds, and noted that “it’s within the Cultural Commission’s power to amend their policies and procedures and how they want to [distribute] specific allocations”; therefore, no specific action was necessary. Mr. Salinas responded to clarifying questions by the members and noted that the funds will follow a portion of the City of Reno’s model.

(5:36:26) Brewery Arts Center Board President and Downtown Business Association Board Member Kyle Horvath introduced himself and noted that he was not speaking on behalf of either organization. Mr. Horvath spoke in favor of the proposed “empty windows project” (item 4-C), and believed that this redevelopment model was a mechanism to drive the economy and help eliminate blight. He urged the Committee to consider collaborating with organizations that can make the latter possible.

(5:38:09) – Chairperson Hannaman entertained additional public comments; however, none were forthcoming.

**3. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – November 7, 2016**

**(5:38:36) – MOTION: I move to approve the minutes from the November 7, 2016 RACC meeting.**

<b>RESULT:</b>	<b>APPROVED (4-0-1)</b>
<b>MOVER:</b>	Wickstead
<b>SECONDER:</b>	Justice
<b>AYES:</b>	Hannaman, Lepire, Justice, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Barrette
<b>ABSENT:</b>	Mullet, Cardinal

**4. MEETING ITEMS**

**4-A. POSSIBLE ACTION TO ELECT A RACC CHAIR AND VICE CHAIR FOR 2017.**

(5:39:10) – Chairperson Hannaman introduced the item and noted that she had served as Chair for the past two years; therefore, she wished to step down. She also entertained nominations for Chair and Vice Chair.

**(5:39:28) – Member Barrette nominated Vice Chair Lepire to the position of Chair.** Vice Chair Lepire explained that his term had expired and that he would not reapply.

**(5:40:10) – MOTION: I move to appoint Kris Wickstead as the new Chairperson for RACC.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Lepire
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Wickstead, Hannaman, Lepire, Barrette, Justice
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Mullet, Cardinal

(5:41:00) – In response to a question, Ms. Fralick clarified that there were no prohibitions against electing the outgoing Chair to the position of Vice Chair.

**(5:41:23) – MOTION: I move to elect Ronni Hannaman to RACC Vice Chair.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Justice
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Wickstead, Hannaman, Lepire, Bagwell, Justice
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Mullet, Cardinal

**4-B. POSSIBLE ACTION TO APPROVE A 180-DAY TIME EXTENSION IN WHICH TO START FAÇADE IMPROVEMENTS PREVIOUSLY APPROVED FOR 210 SOUTH CARSON STREET, 110 WEST TELEGRAPH STREET, AND 307 NORTH CARSON STREET TO JULY 6, 2017; FOR 206 – 210 NORTH CARSON STREET TO AUGUST 1, 2017; AND FOR 402 AND 408 NORTH CARSON STREET TO OCTOBER 3, 2017.**

(5:41:58) – Chairperson Wickstead introduced this item. Mr. Plemel reviewed the agenda materials in conjunction with displayed slides, and recommended granting the 180-day extension. Vice Chair Hannaman received confirmation from Mr. Plemel that the Board of Supervisors had modified the policy to allow the RACC to grant extensions. Member Justice inquired about additional applicants and Mr. Plemel confirmed more would apply, and referenced a chart, incorporated into the record, depicting available funds. Member Lepire received confirmation that the project must be completed six months after the start of the project, otherwise, a new application will be required if the timeline is not met. Discussion ensued regarding delays and Member Lepire received confirmation that the extensions would be reviewed and granted on a case-by-case basis. Chairperson Wickstead entertained public comment.

**PUBLIC COMMENT**

(5:52:24) – David Schreiber, owner of 210 North Carson Street, responded to questions regarding the delay necessitating the extension. Mr. Schreiber noted that weather and other unexpected repair expenses were the reasons for the delay, adding “whether I’m granted [an extension] or not, I’m doing my building”. Member Barrette inquired about contractors and Mr. Schreiber clarified that contractors and bids were difficult to find.

(5:55:01) – Chairperson Wickstead entertained additional public comment and, when none was forthcoming, a motion.

**(5:55:09) – MOTION: I move to approve a 180-day time extension in which to start previously-approved façade improvements for 210 South Carson Street and 307 North Carson Street to July 6, 2017, for 206-210 North Carson Street to August 1, 2017, and for 402 and 408 North Carson Street to October 3, 2017, subject to the conditions of approval in the Staff Memo.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Lepire
<b>SECONDER:</b>	Hannaman
<b>AYES:</b>	Wickstead, Hannaman, Lepire, Bagwell, Justice
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Mullet, Cardinal

**4-C. POSSIBLE ACTION TO MAKE RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY REGARDING ALLOCATION OF REDEVELOPMENT UNDESIGNATED FUNDS FOR FISCAL YEAR 2017 – 18, AND ESTIMATING FUTURE ALLOCATIONS FOR THE FOLLOWING FOUR YEARS TO IMPLEMENT REDEVELOPMENT OBJECTIVES.**

(5:56:09) – Chairperson Wickstead introduced the item. Mr. Plemel presented the agenda materials which are incorporated into the record. He also referenced a spreadsheet, included as late material, and outlined a process by which projects will be ranked individually, create an average for each project, and allocate the funds for existing and upcoming projects. Discussion ensued regarding the listed projects and Mr. Plemel responded to clarifying questions by the members. Based upon a request by Member Justice, Mr. Plemel offered to carry forward the Blue Line project into the budget, adding that funding may also come from grants and from the Visitors Bureau. Further discussion ensued regarding the Independence Day fireworks funding and Mr. Plemel offered to return with concrete information. Vice Chair Hannaman believed that the banks should incur the cost of installing ATMs downtown, and noted that a car charging station was already installed in Mills Park, which was already in the Redevelopment District. Chairperson Wickstead explained that another charging station was “around the corner” also.

(6:18:27) – Member Barrette suggested about increasing façade improvement funds and Member Lepire agreed. Mr. Plemel also responded to the need for a code enforcement officer, stating that the enforcement cases, including non-removal of temporary signs, had “significantly gone up” and the proposed officer would deal with downtown issues including parking and would free up the other officer to handle cases in other parts of the City. In response to a question, Mr. Plemel noted that the officer would also enforce the “property maintenance code standard” to address properties in need of maintenance. Vice Chair Hannaman suggested adding Jack’s Bar to the list and Mr. Plemel noted that adding specific properties should be chosen when there is a “willing property owner” to work with. Member Justice suggested waiting a while for such things such as tree growth and shade structures before adding to McFadden Plaza. Vice Chair Hannaman wished to see Historic District entry way signs. Mr. Plemel clarified that no Redevelopment funds were identified for the Complete Streets project. Chairperson Wickstead invited Carson City Visitors Bureau Executive Director Joel Dunn to present.

(6:36:54) – Mr. Dunn delivered a PowerPoint slide presentation titled Re-imagined S.P.A.C.E., incorporated into the record, calling it a Redevelopment project. The presentation included several downtown projects that turned vacant storefronts into an “urban walking gallery”, featuring artwork. Mr. Dunn and Art and Culture Coordinator Mark Salinas, also responded to clarifying questions by the

Committee members. Mr. Salinas clarified that this was more of “a community beautification project” and not an art project. Discussion ensued regarding the project being funded by Redevelopment versus non-profit organizations. Vice Chair Hannaman inquired about funds from the Downtown Business Association. Member Lepire suggested coordinating the windows with events such as the Wine Walk. Vice Chair Hannaman believed the project can be accomplished with existing funds. Mr. Dunn noted that even if the project does not get funded, the Visitors Bureau would move forward with it. Mr. Plemel reviewed the approval process of the allocations suggesting a ranking and a recommendation to the Board of Supervisors. There were no public comments. Committee members presented their own individual rankings.

(7:35:22) – Mr. Plemel suggested a five minute recess in order to compile the results and present to the Committee.

(7:40:44) – Chairperson Wickstead called the meeting back to order and entertained public comment. A quorum was still present.

(7:41:00) – Mr. Dunn encouraged prioritizing the code enforcement officer funding and considered the position “an ambassador to the community”. He also requested participating in the City’s meetings with the Downtown Neighborhood Improvement District (NID), and believed that there may be an opportunity for the Visitors Bureau to “Kick a little funding for that position”. Mr. Plemel reviewed the updated allocations spreadsheet and the priorities, adding that some high priority projects may not be listed first due to chronological funding. Discussion ensued regarding funds to be carried over for future projects such as the façade improvement program.

(8:23:59) – After deliberation, the Committee reached a consensus on recommended allocations below.

Objective/Project/Program	Current	2017-18	2018-19	2019-20	2020-21	2021-22	5-year Total
<i>Continued projects/programs:</i>							
East/West Downtown Street improvements <sup>1</sup>	\$ 255,225	\$ 200,000	\$ 100,000	\$ 200,000			\$ 500,000
Special Event equipment/ infrastructure <sup>2</sup>	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
McFadden Plaza Movie Projector	\$ 10,000						
Special event support, street closures	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Façade Improvement Program <sup>3</sup>	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Special Event funding	\$ 60,000	\$ 55,000	\$ 50,000	\$ 45,000	\$ 45,000	\$ 40,000	\$ 235,000
Utility extension assistance <sup>4</sup>	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Assist with William Street corridor project <sup>5</sup>			\$ 85,000	\$ 300,000			\$ 385,000
Blue Line rehabilitation & marketing (matching)	\$ 26,000						\$ -
<i>RACC ranking of additional projects/programs:</i>							
1. East Spear Street/Children's Museum Improvements, Other Street Improvements			\$ 100,000		\$ 100,000	\$ 100,000	\$ 300,000
2. Reimagined Space Public Art Program	\$ 10,000						\$ -
3. Telegraph to Spear Street Alley improvements		\$ 50,000					\$ 50,000
3. Code Enforcement Officer (@ \$50k/yr.)		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
5. South Carson Street beautification					\$ 200,000		\$ 200,000
6. Downtown Entry Signs		\$ 30,000					\$ 30,000
7. McFadden Plaza Enhancements (e.g. sun shade structures)							\$ -
Undesignated Carry-Forward	\$ 400,000	\$ 250,000	\$ 70,000				
Total Allocated: <sup>6</sup>	\$ 986,225	\$ 770,000	\$ 590,000	\$ 730,000	\$ 530,000	\$ 325,000	\$ 2,945,000
Undesignated Available <sup>6</sup>	\$ 52,064	\$ 12,518	\$(107,482)	\$(275,184)	\$ 74,890	\$ 985,474	\$ 690,216

Recommended RACC changes to last year's Allocation Plan:

- 1) Staff note: McFadden Plaza construction funds carried forward in FY 2016-17.
- 2) \$10,000 removed from FY 2016-17 and added to Undesignated Carry-Forward.
- 3) Façade Improvement Program funds increased from \$20,000 per year to \$100,000 per year.
- 4) \$40,000 removed from FY 2016-17 and added to Undesignated Carry-Forward.
- 5) William Street funding moved from 2017-19 to 2018-20 due to S. Carson Street project rescheduling.
- 6) "Undesignated Available" equals budgeted undesignated plus undesignated funds carried forward from prior year.

**(8:23:51) – MOTION: I move to accept this [allocation spreadsheet based on the numbers as reflected above and on the record].**

<b>RESULT:</b>	<b>APPROVED (4-1-0)</b>
<b>MOVER:</b>	Hannaman
<b>SECONDER:</b>	Justice
<b>AYES:</b>	Wickstead, Hannaman, Barrette, Justice
<b>NAYS:</b>	Lepire
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Mullet, Cardinal

**5. DISCUSSION ONLY**

(8:25:05) – Mr. Plemel clarified that this agenda item would normally include staff and member reports and future agenda items; however, the items were “dropped off” the new agenda format. He also noted that at the recommendation of the District Attorney’s Office, no staff reports will be presented; however, members could make public comments without any discussion.

**6. PUBLIC COMMENTS**

(8:25:52) – Chairperson Wickstead entertained public comment. Mr. Plemel advised of the possibility of a RACC meeting for March...“and there is somebody working on a façade improvement application to bring in March.” Vice Chair Hannaman suggested having “some closure as to this \$10,000 that we’re awarding...seed money for the first time for the infrastructure needs for the art program”, referring to the request by Mr. Dunn and Mr. Salinas discussed during the previous agenda item. Mr. Plemel explained that the Board of Supervisors would most likely decide on the allocations in their first March meeting. Member Justice inquired about the term limits of the Committee members and Mr. Plemel clarified that the term limits applied for the Chair; however, RACC members may serve for up to four three-year terms.

(8:29:01) – Member Barrette thanked Member Lepire, who has chosen not to reapply for another term, for his service. There were no additional public comments.

**7. FOR POSSIBLE ACTION: ADJOURNMENT.**

**(8:29:57)** – Member Lepire moved to adjourn. The motion was seconded by Vice Chair Hannaman. The meeting was adjourned at 8:30 p.m.

The Minutes of the February 6, 2017 Carson City Redevelopment Authority Citizens Committee meeting are so approved this 1<sup>st</sup> day of May, 2017.

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KRISTOFFER WICKSTEAD, Chair