

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Redevelopment Authority Citizens Committee (RACC)**  
**Monday, February 5, 2018 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Board Members**

<b>Vice Chair– Ronni Hannaman</b>	<b>Member – John Barrette</b>
<b>Member – Court Cardinal</b>	<b>Member – Jason Justice</b>
<b>Member – Lee Kennedy</b>	<b>Member – Michael Smith</b>

**Staff**

Lee Plemel, Community Development Director  
 Adriana Fralick, Chief Deputy District Attorney  
 Dan Stucky, City Engineer  
 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**

(5:30:37) – Vice Chairperson Hannaman called the meeting to order at 5:30 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Vice Chair Ronni Hannaman	Present	
Member John Barrette	Present	
Member Court Cardinal	Present	
Member Jason Justice	Present	
Member Lee Kennedy	Present	
Member Michael Smith	Present	

**2. PUBLIC COMMENTS**

(5:31:06) – Vice Chairperson Hannaman entertained public comments; however, none were forthcoming. Mr. Plemel explained that public comments related to agenda items will be heard during each agenda item.

**3. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – NOVEMBER 6, 2017.**

**(5:32:11) – MOTION: I move to approve the minutes of the November 6, 2017 RACC meeting.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Barrette
<b>SECONDER:</b>	Cardinal
<b>AYES:</b>	Hannaman, Barrette, Cardinal, Justice, Kennedy, Smith
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**4. MEETING ITEMS**

**4-A FOR POSSIBLE ACTION: TO ELECT A RACC CHAIR AND VICE-CHAIR FOR 2018.**

(5:32:21) – Vice Chairperson Hannaman introduced the item. She also welcomed new RACC Member Michael Smith and invited him to “tell us about yourself”. Member Smith gave background, noting that he was a retired high school principal and a former graduate of the University of Mississippi, who had moved to Carson City from Mississippi eight months ago. Member Smith noted that he had also run for local offices and had served on the Desoto County Economic Council.

(5:34:24) – Vice Chair Hannaman thanked Member Smith. Mr. Plemel reviewed the City’s committee election policies and Vice Chair Hannaman entertained nominations for RACC Chair.

**(5:35:06) – MOTION: I nominate Court Cardinal to the position of RACC Chair.** There were no other nominations, and Vice Chair Hannaman called for the vote.

<b>RESULT:</b>	<b>APPROVED (5-0-1)</b>
<b>MOVER:</b>	Justice
<b>SECONDER:</b>	Kennedy
<b>AYES:</b>	Hannaman, Barrette, Justice, Kennedy, Smith
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Cardinal
<b>ABSENT:</b>	None

**(5:35:30) – MOTION: I move to nominate Jason Justice to the position of RACC Vice Chair.** There were no other nominations. Chairperson-Elect Cardinal called for the vote.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Cardinal
<b>SECONDER:</b>	Hannaman
<b>AYES:</b>	Hannaman, Barrette, Cardinal, Justice, Kennedy, Smith
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**4-B FOR DISCUSSION ONLY: TO PROVIDE A PRESENTATION REGARDING THE 90% DESIGN OF THE DOWNTOWN CURRY STREETScape IMPROVEMENT PROJECT.**

(5:36:19) – Chairperson Cardinal introduced the item. Mr. Stuckey introduced Michael Bennett, Director, Engineering Division at Lumos and Associates and lead designer of the project. He also gave background and presented the agenda materials which are incorporated into the record, including the proposed project timeline, and responded to clarifying questions by the members.

(5:44:16) – Member Hannaman was informed that some of the sidewalks on Curry Street would be widened to accommodate walkability and benches on the east side of the road; however, Mr. Bennett explained that the west side will remain narrow and will be unable to accommodate the benches. Vice Chair Justice inquired about the gaslight replacements and Mr. Stuckey noted that some of that discussion was yet to come. Member Smith inquired about timelines and any parking disruptions. Mr. Stuckey stated that the construction would begin in late April or early May, with an end of July or early August end date. He also clarified that the downtown project contractor was going to construct this project, and they were already part of the project design team. Mr. Stuckey acknowledged that some disruptions will occur; however, he believed that the contractor would work on minimizing that impact, adding that they had gathered feedback from the Downtown Business Association (DBA) on the design aspect to be followed by another session on construction. Member Hannaman noted that the downtown project had minimized the disruptions and that she was confident the Curry Street project will do the same. There were no public comments.

**4-C      FOR POSSIBLE ACTION: TO MAKE A RECOMMENDATION TO THE REDEVELOPMENT AUTHORITY REGARDING THE EXPENDITURE OF \$30,000 FROM THE FY 2018 REDEVELOPMENT REVOLVING FUND FOR DESIGN AND CONSTRUCTION OF DOWNTOWN GATEWAY SIGNAGE IN CONJUNCTION WITH THE SOUTH CARSON STREET CARSON CITY GATEWAY PROJECT.**

(5:51:27) – Chairperson Cardinal introduced the item. Mr. Plemel presented the agenda materials which are incorporated into the record, and suggested a recommendation to the Redevelopment Authority to approve the funding request. Member Hannaman believed that the \$30,000 was already allocated to the project from the previous year’s budget and Mr. Plemel clarified that the current request was for authorization to spend the previously-allocated amount. Chairperson Cardinal entertained public comments.

**PUBLIC COMMENTS**

(5:58:20) – Doreen Mack, owner of Lofty Expressions Interiors and president of Downtown 20/20 Group, introduced herself. Ms. Mack referenced a handout she distributed, incorporated into the record, and presented a request for funds or future allocation for a gateway arch project on Fifth and Carson Streets. Chairperson Cardinal was informed that the currently proposed arch and a future one on the corner of Carson and William Streets will be very similar. Ms. Mack noted that a timeframe was not available at this point because “you’ve got to raise the money”. Member Barrette was informed that the construction company and the structural engineer were ready to start as soon as funding was available, noting that the project may cost up to \$1,000,000. Member Hannaman commented on the single quote and design renderings and Ms. Mack noted that the one viewed now would accommodate the Nevada Day Parade and the required stop light heights. She also noted that no funds had been raised to date. Mr. Plemel suggested bearing in mind this request when discussing item 4E, along with other considerations for future funding. Chairperson Cardinal entertained additional public comments; however, none were forthcoming. He also entertained a motion.

(:6:13:20) – In response to a question, Mr. Plemel informed Member Hannaman that the agenda item was to authorize the design of the South Carson signs first which would be approved by the RACC, noting that the Gateway Arch project, presented by Ms. Mack, was an unrelated project in the form of public

comment. Mr. Stucky explained that the design would be a 2018 project, adding that the signage would primarily begin at Stewart Street, and visible to those traveling from the south. He also noted that the funds would be allocated to the Public Works Department as part of the South Carson Street project. Member Barrette wished to know the location of the signage. Mr. Plemel believed that the design was necessary to incorporate into the South Carson Street project. Discussion ensued regarding allocating some of the funds to design prior to approving the construction amount. There were no public comments. Chairperson Cardinal entertained a motion.

**(6:30:15) – MOTION: I move to allocate, out of the \$30,000, \$5,000 for the design of the downtown entry sign.**

**PUBLIC COMMENT**

(6:30:52) – Greg Steffield introduced himself as a Carson City resident and stated that he had found the original allocation of \$10,000 for design high compared to the \$20,000 for construction. He suggested incorporating the project into the street construction to augment some of the costs. Mr. Steffield also believed that the engineering cost estimate was “higher than it should be”. There were no other comments and Chairperson Cardinal called for the vote.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Hannaman
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Hannaman, Barrette, Cardinal, Justice, Kennedy, Smith
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**4-D FOR POSSIBLE ACTION: TO MAKE A RECOMMENDATION TO THE REDEVELOPMENT AUTHORITY REGARDING THE EXPENDITURE OF \$5,000 FROM THE FY 2018 REDEVELOPMENT REVOLVING FUND FOR THE PURCHASE OF A SPECIAL EVENT TENT.**

(6:32:24) – Chairperson Cardinal introduced the item. Mr. Plemel presented the agenda materials which are incorporated into the record. Member Hannaman called it “a good expenditure of funds”. In response to a question, Lindsay Chichester, Cooperative Extension Educator at the University of Nevada-Reno, explained that she was working with Jennifer Budge, Parks, Recreation, and Open Space Director, on the logistics of storage and setup should the tents be purchased. She also noted that they would like to “buy labor time to set them up” for the Carson City Fair. Member Smith was informed that the tent would be an additional purchase to the existing tents originally used for the downtown ice skating rink. Ms. Chichester noted that the tent will be located in the livestock area of the fair and Member Hannaman observed that it would extend the use of the park. Chairperson Cardinal was also in favor of the tent purchase and recommended using concrete to secure the tents, due to the high winds in the area. There were no public comments and Chairperson Cardinal entertained a motion.

**(6:40:20) – MOTION: I move to recommend to the Redevelopment Authority approval of the expenditure of \$5,000 from the FY 2018 Redevelopment Revolving Fund for the purchase of a special event tent.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Justice
<b>SECONDER:</b>	Smith
<b>AYES:</b>	Hannaman, Barrette, Cardinal, Justice, Kennedy, Smith
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**4-E FOR POSSIBLE ACTION: TO MAKE RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY REGARDING ALLOCATION OF REDEVELOPMENT UNDESIGNATED FUNDS FOR FISCAL YEAR 2019 AND ESTIMATING FUTURE ALLOCATIONS FOR THE FOLLOWING FOUR YEARS TO IMPLEMENT REDEVELOPMENT OBJECTIVES.**

(6:41:12) – Chairperson Cardinal introduced the item. Mr. Plemel presented the Staff Report which is incorporated into the record and reviewed each line item in the Draft Fiscal Year 2019 Redevelopment Allocation Plan, also incorporated into the record. He suggested that each RACC member rank the allocations to develop a consensus and prioritize the allocations based on the rankings. Chairperson Cardinal entertained public comments.

**PUBLIC COMMENT**

(6:50:51) – Ms. Mack clarified that in her previous presentation of the Downtown Gateway Arch, the cost she had cited was for one arch, not two, and did not include engineering and permit fees, and other soft goods. She anticipated that the arch on the north end of Carson Street would most likely bear a higher cost; therefore she wished to hire an engineer to “start working on the cost for the whole thing”. Mr. Plemel acknowledged the presence of Mark Salinas, Carson City Arts and Culture Director, who had submitted a letter (incorporated into the record) as late material for the meeting, asking for approval of the Reimagined Space Campaign by the Carson City Culture and Tourism Authority.

(6:52:54) – Mr. Salinas spoke in favor of the \$10,000 allocation outlined on “line item 13”, Reimagined Space Public art Program. He believed that the program would eliminate blight in vacant commercial buildings and showed an example of using vinyl wraps to cover empty glass windows. Member Barrette suggested making use of a local home that had been utilized in western movies.

(7:00:20) – Beth Ellis, Director of the Carson City Children’s Museum, introduced herself and Board President Casey Gilles. Ms. Ellis and Ms. Gilles delivered a PowerPoint presentation in support of the Children’s Museum Playground project allocation request and responded to clarifying questions. There were no additional public comments.

(7:13:50) – Mr. Plemel outlined the process by which a recommendation would be made to the Redevelopment Authority on possible expenditures and allocations for the upcoming budget year and for

future years. Discussion ensued regarding the draft allocation. Mr. Plemel displayed a spreadsheet for discussion and each RACC member suggested their prioritized allocations. After deliberation, Mr. Plemel summarized the reached consensus in the spreadsheet below.

Objective/Project/Program	(Current) FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	DRAFT FY 2023	5-year Total
E/W Downtown street/alley improvements	\$ 350,000	\$ 200,000	\$ -				\$ 200,000
Special Event equipment/ infrastructure	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Special event support, street closures	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Façade Improvement Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Special Event funding (RACC)	\$ 30,000	\$ 25,000	\$ 20,000	\$ 15,000	\$ 10,000	\$ 5,000	\$ 75,000
Arts & Culture Commission/Events	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Utility extension assistance	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Assist with William Street corridor project			\$ 85,000	\$ 300,000			\$ 385,000
Downtown Sidewalk Improvements			\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
South Carson Street beautification		\$ 200,000					\$ 200,000
Downtown Entry Signs	\$ 30,000						\$ -
Reimagined Space Public Art Program	\$ 10,000						\$ -
Blue Line rehabilitation	\$ 26,000						\$ -
1. Bob Boldrick Theater seat replacae ment		\$ 183,859					\$ 183,859
2. Portable event sound system		\$ 5,000					\$ 5,000
3. Children's Museum playground			\$ 50,000				\$ 50,000
4. Fuji Fairgrounds arena sound system			\$ 100,000				\$ 100,000
5. Downtown Arches							\$ -
6. Downtown housing assistance program							\$ -
7. Building clearance assistance program							\$ -
8. Fuji Park event tents							
Roll Forward:	\$ 138,859	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures:	\$ (689,859)	\$ (738,859)	\$ (580,000)	\$ (540,000)	\$ (235,000)	\$ (230,000)	\$ (2,323,859)
Undesignated:	\$ -	\$ -	\$ 216,516	\$ 388,235	\$ 1,018,560	\$ 1,069,134	\$ 2,692,445

Note: FY 2018 allocations in ***bold/italics*** have been authorized for expenditure.

(7:48:30) – Chairperson Cardinal entertained additional public comments and when none were forthcoming, a motion.

**(7:48:37) – MOTION: I move [to recommend to the Redevelopment Authority] approval of the document presented on the screen [expenditure allocation of Redevelopment undesignated funds for Fiscal Year 2019 and estimating future allocations for the following four years to implement Redevelopment objectives].**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Hannaman
<b>SECONDER:</b>	Kennedy
<b>AYES:</b>	Hannaman, Barrette, Cardinal, Justice, Kennedy, Smith
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**5. DISCUSSION ONLY**

**a. STAFF REPORTS AND UPDATES ON MATTERS RELATING TO THE RACC.**

(7:39:35) – Mr. Plemel noted that there were no additional Staff updates.

**b. FUTURE AGENDA ITEMS FOR THE NEXT RACC MEETING.**

(7:49:48) – Mr. Plemel believed that a special meeting may be required to review a Façade improvement application in addition to an Open Meeting Law presentation by the District Attorney’s Office.

**c. RACC MEMBER REPORTS AND COMMENTS**

(7:50:50) – There were no reports from the members.

**6. PUBLIC COMMENTS**

(7:51:19) – There were no additional public comments.

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

**(7:51:35) – Chairperson Cardinal adjourned the meeting at 7:51 p.m.**

The Minutes of the February 5, 2018 Carson City Redevelopment Authority Citizens Committee meeting are so approved this 5<sup>th</sup> day of March, 2018.

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COURT CARDINAL, Chair