

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
BOARD OF SUPERVISORS**

**Day:** Thursday  
**Date:** November 21, 2019  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

**1. Call to Order - Board of Supervisors**

**2. Roll Call**

**3. Invocation - Pat Propster, Calvary Church**

**4. Pledge of Allegiance**

**5. Public Comment:\*\***

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

**6. For Possible Action: Approval of Minutes - November 7, 2019**

**7. For Possible Action: Adoption of Agenda**

**8. Special Presentations**

8.A Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

**Consent Agenda**

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All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.  
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## 9. City Manager

9.A For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of October 5, 2019 through November 7, 2019. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to CCMC 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall by motion entered into its minutes, ratify the action taken.

## 10. Finance

10.A For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through November 8, 2019, per NRS 251.030 and NRS 354.290. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of Supervisors, at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – www.carson.org.

**(End of Consent Agenda)**

### **Ordinances, Resolutions, and Other Items**

**11. Item(s) pulled from the Consent Agenda will be heard at this time.**

## 12. Public Works

12.A For Possible Action: Discussion and possible action regarding a Non-Exclusive Easement agreement between the State of Nevada, Division of State Lands and Carson City, granting Carson City a non-exclusive easement for the continued maintenance of the section of South Curry Street located on APNs 003-064-17, 003-301-01, 003-031-15, and 003-302-01. (Darren Schulz, Dschulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The section of South Curry Street located on APNs 003-064-17, 003-301-01, 003-031-15, and 003-302-01 was originally conveyed to the State of Nevada in 1925. Later, South Curry Street was constructed and Carson City has maintained the roadway since its construction. The non-exclusive maintenance easement for this section of South Curry Street totals approximately 3.671 acres and is necessary for public access and to allow Carson City to continue to maintain the existing public road. Pursuant to NRS 322.067, the State Land Registrar has waived the fee for the issuance of this easement to a local government for a public road.

12.B For Possible Action: Discussion and possible action regarding a Non-Exclusive Easement agreement between the State of Nevada, Division of State Lands and Carson City for

storm drain pipes located on APN 004-012-17 at the Carson City Department of Motor Vehicles Headquarters. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The subject easement is for storm drain pipes located at the Carson City Department of Motor Vehicles Headquarters on APN 004-012-17, a parcel owned by the State of Nevada. Pursuant to NRS 322.140(1), the State Land Registrar has waived the fee for the issuance of this easement since the storm drain project protects and/or promotes public health and/or safety. The easement totals approximately 27,875 square feet and is necessary in order to allow Carson City to maintain the existing storm drain system.

### **13. Purchasing and Contracts**

13.A For Possible Action: Discussion and possible action regarding Contract No. 1819-200B, Carson City Landfill Entrance Facilities Design, with Tetra Tech BAS, Inc., for a not to exceed amount of \$170,063, for design services at the Carson City Landfill. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: Tetra Tech BAS, Inc. has been selected to complete design services for a new, relocated entrance facility at the Carson City Landfill including a new scale house, scales, and entrance road re-alignment.

### **14. Parks and Recreation**

14.A For Possible Action: Discussion and possible action on a recommendation from the Open Space Advisory Committee for the naming of an open space property acquisition as Eagle's View Open Space. (Ann Bollinger, abollinger@carson.org)

Staff Summary: In 2018, Carson City purchased 206 acres located between Ash Canyon and Vicee Canyon from Gerald and Luann Hamm. The purchase was made possible from open space and trail advocacy, significant volunteer efforts, and a generous grant award in the amount of \$250,000 from the Land and Water Conservation Fund (LWCF). The LWCF prefers an official name be adopted prior to closing of the grant file in December 2019.

14.B For Possible Action: Discussion and possible action regarding a grant in the amount of \$143,227 from the Nevada Department of Wildlife (NDOW) Subgrant Award #SG20-09 (\$47,742 required City cash match) to fund improvements to the Carson City Rifle and Pistol Range and authorization for the Parks and Recreation Director to sign the subgrant award and all subsequent grant documents related to the project on behalf of the City. (Jennifer Budge, jbudge@carson.org)

Staff Summary: This grant, if accepted, would provide a reimbursable grant from NDOW for improvements to the Carson City Rifle and Pistol Range. Improvements will include earthwork and drainage improvements to the shooting bays, removal of concrete target frames from the long range, as well as safety and compliance signage. The required cash match is budgeted and available from the City's Capital Improvement Program.

## **15. Community Development - Planning**

15.A For Possible Action: Discussion and possible action regarding a Final Subdivision Map known as Sierra Skyways, Inc. Phase 1, resulting in the creation of six condominium hangar units and common area on property zoned Public Regional (PR), located at 2600 E. College Parkway, APN 005-091-19. (FSM-19-163). (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors granted approval of the Tentative Subdivision Map for the Sierra Skyways, Inc. condominium hangars on October 18, 2018. The Tentative Map consists of 18 condominium hangar units and common area parcels. Per Carson City Municipal Code, Section 17.06.015 (Time Limit for Recording), the first in a series of final maps must be approved by the Board of Supervisors within four years after approval of a tentative map. This is the first phase of the development. The successive maps must be approved by the Board of Supervisors within two years of recordation of the preceding map for the Tentative Map to remain valid.

15.B For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 109, an ordinance changing the zoning from Tourist Commercial to Tourist Commercial Planned Unit Development, and to approve a minute order granting tentative approval, for a Tentative Planned Unit Development proposing 227 RV lots for sale on property zoned Tourist Commercial, located at 1400 Old Hot Springs Road, APN 008-123-40. (Heather Ferris, hferris@carson.org)

Staff Summary: The Board of Supervisors is authorized to approve a Tentative Planned Unit Development subject to the provisions of Carson City Municipal Code (CCMC) 17.09. The applicant is seeking approval of a Planned Unit Development that would allow for the sale of individual RV lots. Amenities would include a sales office, gate house, clubhouse (with restroom and laundry facilities), maintenance building, pool, tennis court, pickleball court, café, a 9 hole putting golf course, and open space. Pursuant to NRS 278A.480, hearings for a Tentative Planned Unit Development shall be held consistent with hearings for amendments to a zoning ordinance; therefore, a first and second reading of the ordinance is required. The Board introduced the ordinance, on first reading, at its meeting of October 17, 2019.

## **16. Clerk/Recorder**

16.A For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 110, an ordinance relating to recording fees and amending Title 2 of the Carson City Municipal Code (CCMC) to impose an additional \$6.00 fee on recording certain documents with the Carson City Clerk-Recorder's office with the proceeds, estimated to be \$47,000 or more in fiscal year (FY) 2020, supporting legal services for abused or neglected children. (Aubrey Rowlett, ARowlett@carson.org and Ben Johnson, BJohnson@carson.org)

Staff Summary: This will be the second reading of a proposed ordinance amending Title 2 of the CCMC to add Chapter 2.45, which will implement a \$6.00 fee increase on recording certain documents with the Carson City Clerk-Recorder's office. The \$6.00 fee was authorized by the Nevada Legislature in 2017 and the proceeds will be to support legal services for abused and neglected children.

### **Closed Non-meeting to Confer with Counsel:**

Following a recess, the Carson City Board of Supervisors will gather to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

## **17. City Manager**

17.A For Possible Action: Discussion and possible action regarding a proposed settlement agreement in the amount of \$1,250,000, with \$745,000 of that amount payable by Carson City's insurer and the remaining amount of \$505,000 payable by the City to Plaintiff Grace Doe on behalf of minor Jane Doe for certain state and federal claims arising from alleged injuries sustained by the minor as the result of her participation and enrollment in the City's Parks and Recreation Camp Carson Summer Camp, Wagoneers Group. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This agenda item is for the Board of Supervisors to consider entering into a settlement agreement with Plaintiff Grace Doe, who brought an action against the City and a former City employee on behalf of minor Jane Doe, alleging a number of state and federal law violations arising from the minor's participation and enrollment in a summer recreational program overseen by the City's Parks and Recreation Department in 2016. The proposed settlement, if entered into, releases the City from any further obligations in this matter.

17.B For Possible Action: Discussion and possible action regarding a proposed settlement agreement in the amount of \$57,500 and Plaintiff's one-half share of mediator fees in the amount of \$637.50, for a total settlement amount of \$58,137.50 with Plaintiff Perla Garcia as guardian of Karen Mariscal, payable by Carson City, in a matter involving a personal injury claim made against Carson City. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This agenda item is for the Board of Supervisors to consider entering into a settlement agreement with Plaintiff Perla Garcia, whose counsel brought a lawsuit against the City on behalf of Ms. Garcia as guardian of Karen Mariscal, for certain injuries sustained by the minor as the result of a dog bite from a police canine unit during a "Citizens' Academy" sponsored by the Carson City Sheriff's Office (CCSO) on March 22, 2017. The proposed settlement, if entered into, releases the City from any further obligations in this matter.

17.C For Possible Action: Discussion and possible action regarding a proposed copyright license agreement between Carson City and the Stewart Indian School Cultural Center and Museum, licensing for \$1 per year the use of the Stewart Cultural Center and Museum ornament design, payable by the Center and Museum to the City. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The 2019 ornament for the Historical Buildings Ornament Collection of Carson City depicts the Stewart Cultural Center and Museum. Carson City owns the copyright to the ornament design, and the Stewart Indian School Cultural Center and Museum has requested to use the design as a logo. The proposed copyright license agreement licenses the use of the design to Stewart Indian School Cultural Center and Museum for \$1 per year.

**18. Board of Supervisors**

Non-Action Items:

Future agenda items

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

**-- LUNCH BREAK - RETURN 1:00 P.M. --**

**19. City Manager**

19.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Library Board of Trustees to fill a partial term that will expire in June, 2020. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Board of Supervisors appoints five persons who are residents of Carson City to serve as library trustees. There is one vacancy due to the resignation of a member. New applications were submitted by Charles Zimmerman, P. Nina Sattely, Sarena Nichols, Joseph Lushina, Beth Lucas, Deborah Lambin, Mary Bianca Blohme and Richard Arguile.

**20. Public Comment:\*\***

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

**21. For Possible Action: To Adjourn**

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\*\*PUBLIC COMMENT LIMITATIONS - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is Carson City’s aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body’s consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law’s minimum public comment and not call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code.  
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Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

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Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

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To request a copy of the supporting materials for this meeting contact Janet Busse at [jbusse@carson.org](mailto:jbusse@carson.org) or call (775) 887-2100.

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This agenda and backup information are available on the City's website at [www.carson.org/agendas](http://www.carson.org/agendas) and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775)887-2100.

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This notice has been posted at the following locations:  
Community Center 851 East William Street  
Courthouse 885 East Musser Street  
City Hall 201 North Carson Street  
Carson City Library 900 North Roop Street  
Community Development Permit Center 108 East Proctor Street  
<http://notice.nv.gov>