

DRAFT MINUTES
Regular Meeting
Carson City Redevelopment Authority Citizens Committee
Monday, April 7, 2014 ● 5:30 PM
Community Center Sierra Room, 851 East William Street, Carson City, Nevada

Board Members:

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| Chair – Lorraine Bagwell | Vice Chair – Jed Block |
| Member – Brad Bonkowski | Member – Ronni Hannaman |
| Member – Jean Perpich | Member – Lacy Sheck |
| Member – Kristoffer Wickstead | |

Staff:

Marena Works, Interim City Manager
Lee Plemel, Community Development Director
Randal Munn, Chief Deputy District Attorney
Michael Salogga, Business Development Manager
Vern Krahn, Park Planner
Tamar Warren/Deputy Clerk & Recording Secretary

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.

A video recording of this meeting is available at http://www.breweryarts.org/?page_id=2647.

1. CALL TO ORDER

2. ROLL CALL AND DETERMINATION OF QUORUM (5:30:55) – The meeting was called to order at 5:30 p.m. A quorum was present.

| Attendee Name | Status | Arrived |
|----------------------|---------|---------|
| Lorraine Bagwell | Present | |
| Jed Block | Present | |
| Brad Bonkowski | Present | |
| Ronni Hannaman | Present | |
| Jean Perpich | Present | |
| Lacy Sheck | Present | |
| Kristoffer Wickstead | Present | |

3. PUBLIC COMMENTS (5:31:22) – None.

(5:31:45) – At Chairperson Bagwell’s request, Member Wickstead, member at large, introduced himself.

4. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES.

(5:32:33) – **MOTION: I move to approve the minutes of the December 2, 2013 Redevelopment Authority Citizens Committee (RACC) meeting.**

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| RESULT: | APPROVED (7-0-0) |
| MOVER: | Hannaman |
| SECONDER: | Bonkowski |
| AYES: | Bagwell, Block, Bonkowski, Hannaman, Perpich, Sheck, Wickstead |
| NAYES: | None |
| ABSTENTIONS: | None |
| ABSENT: | None |

5. AGENDA ITEMS

5.1 PRESENTATION AND DISCUSSION ONLY REGARDING BUSINESS DEVELOPMENT ACTIVITIES AT THE BRIC (BUSINESS RESOURCE AND INNOVATION CENTER).

(5:33:05) – Mr. Plemel gave background and introduced Michael Salogga, Business Development Manager. Mr. Salogga presented the agenda materials, which are incorporated into the record.

(5:49:23) – Jeff May, Founder and Chief Executive Officer of Apex, an “active shooter” training company, discussed the importance of business development training by Mr. Salogga.

(5:52:25) – Lisa Schuette with the Carson Animal Services Initiative, also praised Mr. Salogga for his assistance.

(5:54:17) – John Moran, Executive Director of the Entrepreneurs Assembly, also complimented Mr. Salogga’s efforts and believed that opportunities could be extended to all of Northern Nevada.

(5:56:58) – Member Hannaman believed Mr. Salogga’s efforts were more community development-based rather than focusing on redevelopment.

(5:59:08) – Member Perpich requested additional information regarding revenue generation in the redevelopment areas that were directly related to the business development activities.

(6:00:10) – Chairperson Bagwell suggested that future reports to the RACC remain tied to the goals and objectives of redevelopment, and to link dollars to goals.

(6:01:20) – Member Hannaman inquired about other counties funding the activities that benefited their residents. Mr. Salogga noted that Douglas County was the only one that had contributed \$5,000 per year.

(6:02:35) – Member Bonkowski asked about having interns from Western Nevada College (WNC). Mr. Plemel noted that certain skill sets, academic calendars, and turnover issues had been deterrents.

(6:05:00) – Member Hannaman requested clarification on the salary of the person covering the front desk of the Business Resource Innovation Center (BRIC), and Mr. Plemel noted that the position was funded by grants that would end at the end of this fiscal year.

(6:06:25) – Member Perpich suggested looking into additional funding sources for the front desk position.

(6:07:28) – Member Hannaman cautioned against utilizing more redevelopment funds for salaries.

(6:07:38) – Chairperson Bagwell inquired about funding part of Mr. Salogga’s salary from the one-eight percent sales tax, because of his assistance to the Downtown 20/20 group’s gap analysis, and was informed that it was not the case.

(6:09:56) – Member Bonkowski suggested working with the Hop and Mae Adams foundation regarding funding the gap analysis.

(6:10:35) – Mr. Moran gave background on “Startup Row” in downtown Reno and offered a tour to RACC members. Discussion ensued regarding “lifestyle” businesses.

(6:17:45) – Mr. Salogga clarified the metrics, including capital formation, for Member Wickstead, noting that loan activity level had been reduced, even though banks had eased their lending restrictions. Discussion ensued regarding stabilized markets.

5.2 FOR POSSIBLE ACTION: TO MAKE A RECOMMENDATION TO THE REDEVELOPMENT AUTHORITY REGARDING THE ESTABLISHMENT OF A REVOLVING LOAN ACCOUNT FOR LOANS TO SMALL BUSINESSES PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 417 ADOPTED BY THE 2013 NEVADA STATE LEGISLATURE, INCLUDING RECOMMENDATIONS REGARDING THE POLICIES AND PROCEDURES FOR ACCEPTING APPLICATIONS AND PROCESSING SUCH LOAN REQUESTS. (6:59:34) – Mr. Plemel gave background presented the agenda materials which are incorporated into the record.

(7:07:47) – Chairperson Bagwell received clarification that the fund would apply to locating or relocating a new business to the redevelopment area, in addition to expanding businesses. It was agreed to specify new businesses in the document for clarity.

(7:13:08) – Vice Chairperson Block suggested looking at organizational or operating agreements for LLCs.

(7:15:35) – Member Bonkowski suggested including lease options as part of the loan terms. Discussion ensued regarding defaulting on a loan.

(7:19:38) – **MOTION: I move to recommend to the Redevelopment Authority the expenditure of one dollar (\$1) from the FY 2013-2014 Revolving Fund for the Redevelopment Agency to Establish a revolving loan account for small businesses, and further recommend that the Redevelopment Authority adopt the Small Business Loan Program and Procedures as recommended by Staff in compliance with the requirements of Assembly Bill 417 enacted by the Nevada State Legislature.**

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| RESULT: | APPROVED (7-0-0) |
| MOVER: | Bonkowski |
| SECONDER: | Hannaman |
| AYES: | Bagwell, Block, Bonkowski, Hannaman, Perpich, Sheck, Wickstead |
| NAYES: | None |
| ABSTENTIONS: | None |
| ABSENT: | None |

5.3 FOR POSSIBLE ACTION: TO ADOPT AND MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING AMENDMENTS TO THE REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE (RACC) BYLAWS TO COMPLY WITH THE BOARD OF SUPERVISORS' POLICIES AND PROCEDURES FOR ADVISORY COMMITTEES. (7:20:29) – Mr. Plemel presented the proposed RACC Bylaws, incorporated into the record.

(7:24:15) – **MOTION: I move to recommend to the Redevelopment Authority approval of the amended Redevelopment Authority Citizens Committee Bylaws as presented by Staff.**

(7:25:22) – At the request of Member Perpich, Mr. Plemel reviewed the proposed changes of the Bylaws.

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| RESULT: | APPROVED (7-0-0) |
| MOVER: | Bonkowski |
| SECONDER: | Wickstead |
| AYES: | Bagwell, Block, Bonkowski, Hannaman, Perpich, Sheck, Wickstead |
| NAYES: | None |
| ABSTENTIONS: | None |
| ABSENT: | None |

5.4 PRESENTATION AND DISCUSSION ONLY REGARDING IMPROVEMENTS BEING MADE TO THE FAIRGROUNDS AND FUJI PARK USING APPROVED REDEVELOPMENT FUNDS. (6:21:15) – Ms. Works and Mr. Krahn gave an update on the Fairgrounds and Fuji Park Complex capital projects, incorporated into the record. Mr. Krahn also shared a PowerPoint presentation of the electrical infrastructure improvements. Discussion ensued regarding signage and how to keep it lit, as it was not an LED sign. Picnic tables and parking issues were also discussed.

(6:53:01) – Ms. Works gave an update on some of the fair activities, and Mr. Krahn noted the acquisition of a maintenance building. He also stated that several educational signs had been erected around the park and Baily Pond, in addition to some cleanup and landscaping activities by volunteers.

Public comments – None

6. STAFF REPORTS (NON-ACTION ITEMS):

6.1 STAFF REPORTS AND UPDATE ON MATTERS RELATING TO THE RACC. – None.

6.2 FUTURE AGENDA ITEMS. (7:27:20) – Budget update and review of special event applications on May 5, 2014.

6.3 RACC MEMBER REPORTS AND COMMENTS. – None.

7. PUBLIC COMMENTS (7:28:06) – None

8. FOR POSSIBLE ACTION: ADJOURNMENT. (7:28:29) – Member Bonkowski moved to adjourn. The motion was seconded by Member Hannaman. The meeting was adjourned at 7:29 p.m.

The Minutes of the April 7, 2014 Carson City Redevelopment Authority Citizens Committee meeting are so approved this 5th day of May, 2014.

LORRAINE BAGWELL, Chair