

CARSON CITY BOARD OF SUPERVISORS

Minutes of the October 15, 2015 Meeting

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, October 15, 2015 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Mayor Robert Crowell
Supervisor Karen Abowd, Ward 1
Supervisor Brad Bonkowski, Ward 2
Supervisor Lori Bagwell, Ward 3
Supervisor Jim Shirk, Ward 4

STAFF: Nick Marano, City Manager
Sue Merriwether, Clerk - Recorder
Adriana Fralick, Chief Deputy District Attorney
Kathleen King, Chief Deputy Clerk

NOTE: A recording of these proceedings, the Board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Recording Secretaries Division of the Carson City Clerk's Office, during regular business hours.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE (8:28:39) - Mayor Crowell called the meeting to order at 8:28 a.m. Ms. Merriwether called the roll; a quorum was present. Good Shepherd Wesleyan Church Pastor Nick Emery provided the invocation. At Mayor Crowell's request, Planning Manager Susan Pansky led the pledge of allegiance.

5. PUBLIC COMMENT (8:29:59) - Mayor Crowell entertained public comment. (8:30:14) Fire Chief / Emergency Manager Bob Schreihans thanked the Board members for participating in FireOps 101. He announced the Great Shakeout scheduled for 10:15 a.m., and advised that he would leave informational material on the back table of the meeting room. Mayor Crowell commended Fire Department personnel on their recent assistance with a water leak at a local residence.

Mayor Crowell entertained additional public comment. (8:32:56) In reference to recent leadership changes, Nevada Humane Society Interim CEO Denise Stevens assured the Board that the Nevada Humane Society's commitment to the community "remains firm." She commended the Public Works Department staff. Mayor Crowell entertained additional public comment; however, none was forthcoming.

6. POSSIBLE ACTION ON APPROVAL OF MINUTES - September 17, 2015 (8:34:20) - Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to approve the minutes, as presented. Supervisor Abowd seconded the motion. Motion carried 5-0.**

7. POSSIBLE ACTION ON ADOPTION OF AGENDA (8:34:39) - Mayor Crowell entertained modifications to the agenda; however, none were forthcoming.

8. SPECIAL PRESENTATIONS (8:42:39) - Supervisor Bagwell provided background information on a book published by the Nevada Chapter of the Daughters of the American Revolution, *Reflections from the Viet Nam War*. She presented a copy of the book to Mayor Crowell and welcomed him home. The Board members, City staff, and citizens present applauded.

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8(A) PRESENTATION OF A PROCLAMATION FOR NEVADA DAY, “NEVADA, ONE STATE MANY CULTURES,” OCTOBER 31, 2015 (8:34:48) - Mayor Crowell invited the Board members and Dana Lee Freund to join him at the podium, where he read into the record the language of the Proclamation included in the agenda materials. (8:37:17) Ms. Freund distributed pens and posters to the Board members, and listed scheduled Nevada Day activities.

8(B) PRESENTATION OF A PROCLAMATION FOR REMOTE AREA MEDICAL DAYS, OCTOBER 2015 (8:39:45) - Mayor Crowell introduced this item, invited Partnership Carson City Executive Director Kathy Bartosz to the podium, and read into the record the language of the Proclamation which was included in the agenda materials. Ms. Bartosz reviewed the scheduled services, and accepted the Proclamation on behalf of the “over 600 volunteers that will be there this weekend and over 12 donors who have made this possible.” Mayor Crowell thanked Ms. Bartosz and all the volunteers.

8(C) PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO CITY EMPLOYEES (8:43:45) - Mayor Crowell introduced this item, and presented Certificates of Appreciation to Public Works Department Business Manager Karen Leet commemorating 10 years of service; and to Librarian Elaine Werlinger commemorating 25 years of service.

(8:45:09) Sheriff Ken Furlong provided background information on Commander Tom Crawford's leadership of the Uniformed Reserve Program, and advised that Commander Crawford had received the Governor's Points of Light Award for Volunteer Manager of the Year. Sheriff Furlong commended Commander Crawford's service to the community, and congratulated him. The Board members, City staff, and citizens present applauded. Mayor Crowell commended Commander Crawford's service, and expressed gratitude for his contributions to the community. (8:47:51) Commander Crawford expressed appreciation for the recognition.

9. RECESS BOARD OF SUPERVISORS (8:50:11) - Mayor Crowell recessed the Board of Supervisors at 8:50 a.m.

LIQUOR AND ENTERTAINMENT BOARD

10. CALL TO ORDER AND ROLL CALL (8:50:16) - Chairperson Crowell called the Liquor and Entertainment Board to order at 8:50 a.m., noting the presence of a quorum, including Sheriff Ken Furlong.

11. PUBLIC COMMENT(8:50:24) - Chairperson Crowell entertained public comment; however, none was forthcoming.

12. POSSIBLE ACTION ON APPROVAL OF MINUTES - September 17, 2015 (8:50:32) - Chairperson Crowell entertained a motion. Member Bonkowski moved to approve the minutes, as presented. Member Abowd seconded the motion. Motion carried 6-0.

13. COMMUNITY DEVELOPMENT DEPARTMENT, BUSINESS LICENSE DIVISION

13(A) POSSIBLE ACTION TO APPROVE RAQUEL NOVOA AS THE LIQUOR MANAGER FOR LA ENCHILADA, LIQUOR LICENSE NUMBER 16-31023, LOCATED AT 557 SOUTH SALIMAN ROAD (8:50:52) - Chairperson Crowell introduced this item. Senior Permit Technician Lena Reseck reviewed the agenda materials, noting staff's recommendation of approval.

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(8:51:30) At Mayor Crowell's request, Ms. Novoa discussed plans for her business. In response to a question, she discussed plans to prevent the sale of alcohol to minors. She responded to questions of clarification relative to the information contained in the agenda materials.

Chairperson Crowell entertained a motion. **Member Bonkowski moved to approve Raquel Novoa as the liquor manager for La Enchilada, subject to the condition that the applicant assure that the applicant and all employees serving alcohol must complete a server training course acceptable to the Sheriff's Office, pursuant to CCMC 4.13.060, and submit documentation to the Business License Division within 120 days of this approval that such training has been completed; if documentation is not submitted for this condition to the satisfaction of the Business License Division and the Sheriff's Office, staff shall bring the license back to the liquor board for further consideration. Member Bagwell seconded the motion.** Chairperson Crowell entertained discussion on the motion. Sheriff Furlong and Ms. Reseck responded to questions regarding the provisions of CCMC 4.13, and discussion ensued. Ms. Nova acknowledged understanding of the condition of approval. Chairperson Crowell called for a vote on the pending motion.

RESULT:	Approved [6 - 0]
MOVER:	Member Brad Bonkowski
SECOND:	Member Lori Bagwell
AYES:	Members Bonkowski, Bagwell, Abowd, Furlong, Shirk, and Chair Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

13(B) POSSIBLE ACTION TO APPROVE MARIA GUADALUPE RODRIGUEZ AS THE LIQUOR MANAGER FOR LAS MARIAS MEXICAN RESTAURANT, LIQUOR LICENSE NUMBER 16-31018, LOCATED AT 1939 NORTH CARSON STREET (9:03:28) - Chairperson Crowell introduced this item. Senior Permit Technician Lena Reseck reviewed the agenda materials, noting staff's recommendation of approval. She introduced Detective Sal Acosta, who was present to assist with translation. Ms. Rodriguez responded to questions regarding the previous owner of the restaurant, her plans for the restaurant, and her plans to prevent the sale of alcohol to minors. In response to a question, Ms. Reseck reviewed the provisions of CCMC 4.13 relative to alcohol server training. In response to a question, Ms. Rodriguez advised that two of her employees speak English and will be on site during "most of the hours [she's] open."

Chairperson Crowell entertained public comment and, when none was forthcoming, a motion. **Member Bagwell moved to approve Maria Guadalupe Rodriguez as the liquor manager for Las Marias Mexican Restaurant, liquor license number 16-31018, located at 1939 North Carson Street. Member Abowd seconded the motion.** Chairperson Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

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RESULT:	Approved [6 - 0]
MOVER:	Member Lori Bagwell
SECOND:	Member Karen Abowd
AYES:	Members Bagwell, Abowd, Bonkowski, Furlong, Shirk, and Chair Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Mayor Crowell thanked Detective Acosta.

14. PUBLIC COMMENT (9:10:11) - Chairperson Crowell entertained public comment; however, none was forthcoming.

15. ACTION TO ADJOURN LIQUOR AND ENTERTAINMENT BOARD (9:10:14) - Chairperson Crowell adjourned the Liquor and Entertainment Board meeting at 9:10 a.m.

16. RECONVENE BOARD OF SUPERVISORS (9:10:17) - Mayor Crowell reconvened the Board of Supervisors at 9:10 a.m.

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

17. SHERIFF

17(A) POSSIBLE ACTION TO ACCEPT THE OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT 15-JAG-03, TRINET NARCOTICS TASK FORCE, IN THE AMOUNT OF \$68,000 (9:10:22) - Mayor Crowell introduced this item. Sheriff Ken Furlong reviewed the agenda materials, and responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to accept the Office of Criminal Justice Assistance Grant 15-JAG-03, Tri-Net Narcotics Task Force, in the amount of \$68,000.00. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Karen Abowd
SECOND:	Supervisor Brad Bonkowski
AYES:	Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

17(B)

POSSIBLE ACTION TO ACCEPT THE OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT 15-JAG-04, REGIONAL GANG INITIATIVE, IN THE AMOUNT OF \$135,000 (9:13:10) - Mayor Crowell introduced this item, and Sheriff Ken Furlong reviewed the agenda materials. Sheriff Furlong and Sheriff's Office Chief of Financial Services Kathie Heath responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to accept the Office of Criminal Justice Assistance Grant 15-JAG-04,**

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Regional Gang Initiative, in the amount of \$135,000. Supervisor Abowd seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

17(C) POSSIBLE ACTION TO ACCEPT THE OFFICE OF CRIMINAL JUSTICE ASSISTANCE GRANT 13-JAG-39i, DARE - HIGH IN PLAIN SIGHT, IN THE AMOUNT OF \$4,435 (9:17:23) - Mayor Crowell introduced this item. Sheriff Ken Furlong reviewed the agenda materials, and responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to accept the Office of Criminal Justice Assistance Grant, 13-JAG-39i, DARE - High in Plain Sight, in the amount of \$4,435. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Karen Abowd
SECOND:	Supervisor Brad Bonkowski
AYES:	Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

18. FINANCE DEPARTMENT - POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY, AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES THROUGH OCTOBER 6, 2015, PURSUANT TO NRS 251.030 AND NRS 354.290 (9:20:03) - Mayor Crowell introduced this item, and entertained Board member questions or comments and public comments. When no questions or comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to accept the report on the condition of each fund in the treasury, and the statements of receipts and expenditures, through October 6, 2015, pursuant to NRS 251.030 and NRS 354.290. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

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19. PURCHASING AND CONTRACTS

19(A) POSSIBLE ACTION TO APPROVE CONTRACT NO. 1516-043 FOR THE MAINTENANCE AND PURCHASE OF MOTOROLA PRODUCTS FROM SIERRA ELECTRONICS; SIERRA ELECTRONICS IS THE SOLE SOURCE DEALER FOR MOTOROLA AND, THEREFORE, NOT SUITABLE FOR PUBLIC BIDDING, PURSUANT TO NRS 332.115, FOR A NOT-TO-EXCEED ANNUAL COST OF \$65,000.00, FOR A FIVE-YEAR CONTRACT TO BE FUNDED FROM RADIO MAINTENANCE FUND, AS PROVIDED IN THE FY 2015 / 2016 BUDGET (9:20:43) - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Public Works Operations Manager James Jacklett responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to approve Contract No. 1516-043 for the maintenance and purchase of Motorola products from Sierra Electronics, for a not-to-exceed annual cost of \$65,000.00, for a five year contract. Supervisor Shirk seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Karen Abowd
SECOND:	Supervisor Jim Shirk
AYES:	Supervisors Abowd, Shirk, Bonkowski, Bagwell, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

19(B) POSSIBLE ACTION TO APPROVE AMENDMENT NO. 1 TO CONTRACT NO. 1516-021, JOINDER CONTRACT TO INCLUDE THE NEVADA STATE PURCHASING DIVISION RFP / CONTRACT NO. 3125, WITH THOMAS PETROLEUM FOR CARD LOCK PROCESSING SYSTEM; THERE IS NO MONETARY CHANGE (9:24:03) - Mayor Crowell introduced this item. Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials, and responded to questions of clarification. Mayor Crowell entertained additional Board member comments or questions and public comments. When no further questions or comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to approve Amendment No. 1 to Contract No. 1516-021, Joinder Contract to include the Nevada State Purchasing Division RFP / Contract #3125, with Thomas Petroleum, for Card Lock Processing System. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

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20. COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

20(A) POSSIBLE ACTION TO APPROVE A FINAL SUBDIVISION MAP, KNOWN AS CANYON VISTA, FROM DIVINNI NV, LLC, RESULTING IN THE CREATION OF 18 RESIDENTIAL LOTS, ON PROPERTY ZONED SINGLE FAMILY ONE ACRE (“SF1A”), LOCATED EAST OF HILLVIEW DRIVE, BETWEEN CLEARVIEW DRIVE AND EAST APPION WAY, APNs 010-194-07 AND -08, WHICH FULLY COMPLIES WITH ALL THE CONDITIONS OF APPROVAL, AS OUTLINED IN THE CANYON VISTA TENTATIVE SUBDIVISION MAP STAFF REPORT, PURSUANT TO THE REQUIREMENTS OF THE CARSON CITY MUNICIPAL CODE (9:25:57) - Mayor Crowell introduced this item, and Planning Manager Susan Pansky reviewed the agenda materials in conjunction with displayed slides. Mayor Crowell entertained Board member questions or comments and public comments. When no questions or comments were forthcoming, Mayor Crowell entertained a motion. Supervisor Bonkowski moved to approve a final subdivision map, known as Canyon Vista, from Divinni NV, LLC, resulting in the creation of 18 residential lots, on property zoned single family one acre, located east of Hillview Drive, between Clearview Drive and East Appion Way, APNs 010-194-07 and -08, which fully complies with all of the conditions of approval, as contained in the Canyon Vista Tentative Subdivision Map staff report, pursuant to the requirements of the Carson City Municipal Code. Supervisor Abowd seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

(9:27:45) Scott Smith, representing Divinni NV, LLC, expressed appreciation to the Planning Division staff and to the City. Mayor Crowell thanked Mr. Smith for investing in Carson City.

20(B) POSSIBLE ACTION TO CONSIDER A REQUEST FROM PROJECT ONE (PROPERTY OWNER: JACKSON FAMILY LIVING TRUST 05/25/00) FOR A PLANNED UNIT DEVELOPMENT OF 41 SINGLE FAMILY DETACHED RESIDENTIAL LOTS, INCLUDING A SPECIAL USE PERMIT TO ALLOW A RESIDENTIAL USE, ON PROPERTY ZONED GENERAL COMMERCIAL (“GC”) AND VARIANCES TO ALLOW REDUCTION IN MINIMUM LOT SIZE, REDUCTION OF REQUIRED PARKING, REDUCTION OF REQUIRED OPEN SPACE, AND REDUCTION OF REQUIRED PERIPHERY SETBACK, ON PROPERTY LOCATED AT 250 EAGLE STATION LANE, APNs 009-123-38 AND -39 (9:28:37) - Mayor Crowell introduced this item. Planning Manager Susan Pansky reviewed the agenda materials in conjunction with displayed slides, and narrated a video presentation of the development. (9:36:43) Don Smit, of Project One, and Chris Baker, of Manhard Consulting, responded to questions of clarification.

Mayor Crowell entertained additional Board member questions or comments and public comments and, when none were forthcoming, a motion. **Supervisor Abowd moved to approve TPUD-15-069, a tentative planned unit development, consisting of 41 single-family, detached residential lots, including**

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approval of a special use permit, to allow a residential use, on property zoned general commercial, and variances to allow reduction in the minimum lot size, reduction of the required parking, reduction of the required open space, and reduction of the required periphery setback, on property located at 250 Eagle Station Lane, APNs 009-123-28 and -39, based on the findings and subject to the recommended conditions of approval in the staff report. Supervisor Bonkowski seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Karen Abowd
SECOND:	Supervisor Brad Bonkowski
AYES:	Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

(9:40:22) Mr. Smit commended Planning Division staff, and expressed confidence in the project. Mayor Crowell thanked Mr. Smit for investing in Carson City.

21. INFORMATION TECHNOLOGY DEPARTMENT - PRESENTATION ON TWO SOFTWARE APPLICATIONS THAT WILL BE AVAILABLE BY THE END OF THE YEAR TO ENHANCE OUR COMMITMENT TO PROVIDE OPEN AND TRANSPARENT GOVERNMENT

(9:41:38) - Mayor Crowell introduced this item, and Chief Information Officer Eric Von Schimmelmann reviewed the agenda materials in conjunction with displayed slides. He and Mr. Marano responded to questions of clarification. Supervisor Bonkowski commended City staff on the progress. Mayor Crowell entertained public comment and, when none was forthcoming, thanked Mr. Von Schimmelmann for his presentation.

22. CITY MANAGER - POSSIBLE ACTION TO RATIFY THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER FOR THE PERIOD OF SEPTEMBER 8, 2015 THROUGH OCTOBER 5, 2015

(9:53:23) - Mayor Crowell introduced this item, and entertained questions or comments. When no questions or comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Bagwell moved to ratify the approval of bills and other requests for payments by the City Manager, for the period of September 8, 2015 through October 5, 2015. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Lori Bagwell
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bagwell, Abowd, Bonkowski, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

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**23. BOARD OF SUPERVISORS NON-ACTION ITEMS:
FUTURE AGENDA ITEMS**

STATUS REVIEW OF PROJECTS

INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

**CORRESPONDENCE TO THE BOARD OF SUPERVISORS; MONTHLY REPORT ON
THE ACTIVITIES OF THE TRPA GOVERNING BOARD**

STATUS REPORTS AND COMMENTS FROM BOARD MEMBERS (9:54:03) - Supervisor Shirk advised of having participated in meetings with City staff “on the noise and the RV ordinances.” He further advised of a public meeting, scheduled for Tuesday, October 20th in the Community Center Bonanza Room, “seeking public input on the survey of the Regional Transportation Plan.” He expressed the opinion that #CarsonProud “is something that could be expedited in a more beneficial ... benefit to the community ...” He suggested reviewing the protocol for advising the Board members of community emergencies. He advised that the legislative appointments to the Charter Review Committee have yet to be filled.

STAFF COMMENTS AND STATUS REPORT

24. PUBLIC COMMENT (9:57:28) - Mayor Crowell entertained public comment; however, none was forthcoming.

25. ACTION TO ADJOURN (9:57:30) - Mayor Crowell adjourned the meeting at 9:57 a.m.

The Minutes of the October 15, 2015 Carson City Board of Supervisors meeting are so approved this _____ day of November, 2015.

ROBERT L. CROWELL, Mayor

ATTEST:

SUSAN MERRIWETHER, Clerk - Recorder