

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Redevelopment Authority Citizens Committee**  
**Monday, August 1, 2016 ● 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 – Lori Bagwell</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  
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.

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

**1. CALL TO ORDER**

(5:31:02) – Chairperson Hannaman called the meeting to order at 5:31 p.m.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

(5:31:20) – Roll was called and a quorum was present.

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

**3. PUBLIC COMMENTS**

(5:32:08) – Sharon Rosse of the Capital City Arts Initiative introduced the art in the Sierra Room and invited everyone to an artist’s reception on Friday, September 9, 2016 in the Sierra Room. She also distributed an essay about the Carson City Courthouse exhibition, and introduced the exhibition in the Community Development Building. Ms. Rosse also reminded the Committee of the upcoming Jazz and Beyond events throughout Carson City.

**4. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – From June 6, 2016.**

**(5:34:21) – MOTION: I move to approve the minutes of the June 6, 2016 meeting of the Redevelopment Authority Citizens Committee.**

<b>RESULT:</b>	<b>APPROVED (5-0-2)</b>
<b>MOVER:</b>	Wickstead
<b>SECONDER:</b>	Bagwell
<b>AYES:</b>	Hannaman, Lepire, Bagwell, Mullet, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Cardinal, Justice
<b>ABSENT:</b>	None

(5:34:54) – Chairperson Hannaman introduced newly-appointed RACC member Jason Justice. Member Justice noted that he was a Redevelopment Area One property owner and his background was in private sector information technology and business consulting.

**5. MEETING ITEMS**

**5.1 FOR POSSIBLE ACTION: TO APPROVE THE EXPENDITURE OF UP TO \$23,500 FOR FAÇADE IMPROVEMENTS TO THE BUILDING LOCATED AT 206-210 N. CARSON STREET, WITHIN REDEVELOPMENT AREA NO. 1.**

(5:35:56) – Chairperson Hannaman introduced the item and Mr. Plemel presented the Staff Report and eligibility requirements which are incorporated into the record. He recommended approval and noted that the applicant was present to answer further questions.

(5:40:22) – Annie Rees of Alliance Commercial Real Estate Management Services introduced herself as the applicant representative. She also introduced tenant Michael Robbins of Hanifin’s Arts and Antiques, who confirmed that they would keep the existing awnings. Vice Chair Lepire inquired about colors and he was informed that natural colors are being considered. He also clarified for the applicants that should the building be sold within one year, the City will be reimbursed the awarded amount and Ms. Rees explained that the family did not intend to sell the property. Member Mullet believed that the program was not defined well enough, and believed that the side of the building should not qualify, as he did not consider it a façade. Discussion ensued regarding what was considered a façade.

There were no public comments.

**(5:57:38) – MOTION: I move to approve \$23,500 in Redevelopment Façade Improvement Program grant funding for 206-210 N. Carson Street, subject to the conditions of approval in the Staff memo.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Lepire
<b>SECONDER:</b>	Bagwell
<b>AYES:</b>	Hannaman, Lepire, Bagwell, Cardinal, Justice, Mullet, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**5.2 FOR POSSIBLE ACTION: TO MAKE RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY REGARDING POSSIBLE AMENDMENTS TO THE REDEVELOPMENT FAÇADE IMPROVEMENT PROGRAM, RESOLUTION NO. 2016-RAR-2 AND 2016-R-3, TO MODIFY PROJECT BIDDING REQUIREMENTS.**

(5:58:22) – Chairperson Hannaman introduced the item and stated that she had requested the placement of this item on the agenda because “we cannot seem to get three bids”. Mr. Plemel presented the Staff Report which is incorporated into the record. Chairperson Hannaman explained that she had reached out to several potential applicants who had stated that they had difficulty obtaining three bids; hence, they had not yet applied. Member Bagwell noted her willingness to reduce the three-bid requirement “as long as the contractor doesn’t get a bid override”. Discussion ensued regarding “management fees” and Member Bagwell requested “to be consistent” when approving bids, as long as the contractor applicant is not charging a profit. Vice Chair Lepire suggested receiving two bids and requesting receipts for line item expenses for owner/contractor bids. Further discussion regarding vast variations in the management costs.

There were no public comments.

**(6:16:01) – MOTION: I move to recommend to the Redevelopment Authority changes to the Redevelopment Façade Improvement Program requirements to modify project bidding requirements by adding paragraphs D and E as recommended by staff [to read as follows]:**

**D. Applicants are responsible for obtaining and submitting a written contractor’s bid detailing by line item the description and cost for each item of work to be completed. All contractors must be registered, licensed and bonded in the State of Nevada and licensed to perform the applicable work in Carson City.**

**E. Applicant shall make every attempt to get the required number of bids for the work to be completed. However, the RACC shall have authority to waive this requirement depending but not limited to the following conditions: market trends, lack of qualified vendors, applicant holding a contractor’s license, timing of application submittals, or other applicable conditions.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Cardinal
<b>SECONDER:</b>	Wickstead
<b>AYES:</b>	Hannaman, Lepire, Bagwell, Cardinal, Justice, Mullet, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**5.3 For Possible Action: To provide recommendations to the Redevelopment Authority regarding the use of undesignated Redevelopment funds.**

(6:18:02) – Chairperson Hannaman introduced the item and Mr. Plemel presented the agenda materials, incorporated into the record, and gave background. Discussion ensued regarding establishing a Revolving Loan Program and repairing/repainting the Blue Line historic tour marker. Member Wickstead

was informed that the existing Blue Line will be completely restored, which Chairperson Hannaman believed was popular with Carson City visitors. Member Justice suggested considering alternative materials such as medallions for a more permanent use, and Chairperson Hannaman cited the high cost of medallions, suggesting a more permanent paint option. Vice Chairperson Lepire called it “a good expenditure” and Member Bagwell wished to see the “entire project cost” in order not to lose the opportunity to get grant funds and use the RACC funds as a match. Mr. Plemel suggested consulting the Public Works Department as well.

**(6:33:08) – MOTION: I move to recommend to the Redevelopment Authority the authorization of \$26,000 from the FY 2016-2017 Redevelopment Revolving Fund for the rehabilitation and repainting of the “Blue Line” of at least 2.5 miles located in the Historic District of Carson City.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Wickstead
<b>SECONDER:</b>	Justice
<b>AYES:</b>	Hannaman, Lepire, Bagwell, Cardinal, Justice, Mullet, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

(6:33:55) – Chairperson Hannaman requested addressing the second part of this agenda item, clarifying that generally small businesses had great difficulty in obtaining loans. Mr. Plemel explained how the revolving element of the loan would work, as repayments would go back into the originally-funded pool for new loans. He also noted that specific criteria should be created. Member Cardinal wished to receive additional detail such as interest rates and spending criteria prior to voting on the item. Vice Chairperson Lepire believed that the timing was not appropriate for the loan program since he wished to see “the streets done first”. Chairperson Hannaman explained that “we have given a lot of money to big business ... without asking for low interest loans back”, adding that the downtown core needed “wonderful small businesses which is what people want”. Member Mullet reminded the Committee that the City offered low interest loans in the past and may have lost 100 percent of its money, because the businesses could not repay the City. Commissioner Bagwell clarified that there weren’t enough funds to start a loan program, and she was not in favor of “utilizing Staff time to go do all this research”. She also suggested tabling the item until next year.

There were no public comments.

**(6:44:44) – MOTION: I move to table the loan revolving fund [discussion].**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Lepire
<b>AYES:</b>	Hannaman, Lepire, Bagwell, Cardinal, Justice, Mullet, Wickstead
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**6. NON-ACTION ITEMS:**

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

(6:45:25) – Mr. Plemel announced the opening of the McFadden Plaza and noted that it already had a double-booking request for the stage.

**b. FUTURE AGENDA ITEMS.**

(6:46:09) – Mr. Plemel noted that if any additional façade improvement requests arise prior to the November meeting, a special meeting may take place to review the request(s). Mr. Plemel also reminded the Committee that Chief Deputy District Attorney Fralick will conduct an Open Meeting Law training, immediately following this meeting.

**c. RACC MEMBER REPORTS AND COMMENTS.**

(6:47:00) – Member Mullet suggested encouraging developers via tax incentives to develop run-down buildings in Carson City. Chairperson Hannaman commented that she had attended the opening of the McFadden Plaza and had seen “everybody happy”. She also invited everyone to attend the Carson City Jazz and Beyond events and the 20<sup>th</sup> Question 18 anniversary event at Silver Saddle Park.

**7. PUBLIC COMMENTS**

(6:50:07) – There were no public comments

**8. FOR POSSIBLE ACTION: ADJOURNMENT.**

**(6:50:30) – MOTION: Member Bagwell moved to adjourn. The motion was seconded by Member Mullet. Chairperson Hannaman adjourned the meeting at 6:50 p.m.**

The Minutes of the August 1, 2016 Carson City Redevelopment Authority Citizens Committee meeting are so approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

---

Ronnie Hannaman, Chair