

DRAFT MINUTES
Regular Meeting
Carson City Redevelopment Authority Citizens Committee (RACC)
Monday, August 7, 2017 ● 5:30 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Board Members

Chair – Kristoffer Wickstead	Vice Chair– Ronni Hannaman
Member – John Barrette	Member – Court Cardinal
Member – Jason Justice	Member – Lee Kennedy
Member – Craig Mullet	

Staff

Adriana Fralick, Chief Deputy District Attorney
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.

1. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF A QUORUM

(5:34:05) – Vice Chairperson Hannaman called the meeting to order at 5:34 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Kristoffer Wickstead	Absent	
Vice Chair Ronni Hannaman	Present	
Member John Barrette	Present	
Member Court Cardinal	Absent	
Member Jason Justice	Present	
Member Lee Kennedy	Present	
Member Craig Mullet	Present	

2. PUBLIC COMMENTS

(5:34:30) – Vice Chair Hannaman entertained public comments; however, none were forthcoming. She also announced the resignation of Chairperson Wickstead due to an employment-related move, effective immediately. Vice Chair Hannaman believed that a new chair would be elected in the November RACC meeting.

3. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – June 5, 2017.

(5:35:55) – **MOTION: I move to approve the minutes of the June 5, 2017 RACC meeting as written.**

RESULT:	APPROVED (4-0-1)
MOVER:	Justice
SECONDER:	Barrette
AYES:	Hannaman, Barrette, Justice, Kennedy
NAYS:	None
ABSTENTIONS:	Mullet
ABSENT:	Wickstead, Cardinal

4. MEETING ITEMS

4-A FOR POSSIBLE ACTION: TO APPROVE THE EXPENDITURE OF UP TO \$25,000 FOR FAÇADE IMPROVEMENTS TO THE BUILDING LOCATED AT 410 N. CARSON STREET, WITHIN REDEVELOPMENT AREA NO. 1, AND TO GRANT A WAIVER OF THE POLICY REQUIRING A MINIMUM OF THREE BIDS FOR THE PROPOSED IMPROVEMENTS.

(5:36:22) – Vice Chairperson Hannaman introduced the item and referenced the Staff Report incorporated into the record. She also invited applicant Dan Douglas to the podium to respond to members’ questions. Mr. Douglas gave background on the property and referenced several photographs incorporated into the record. He reviewed the signage details and explained that if the sign did not look acceptable, he would have the item reagentized for approval of a new sign. Mr. Douglas also clarified that the project bid was much higher; therefore, he was requesting the maximum allowable funds for façade improvement.

(5:43:39) – Member Justice inquired why the sign cost was broken down separately and Mr. Douglas believed that it was the Staff’s recommendation, since the awning cost was reimbursable but the cost of the sign was not. Member Barrette inquired about the apartments above the businesses in the building and he was informed that there would be two and at 1,100 square feet each, consisting of two bedrooms per apartment. Member Mullet believed that the building number looked out of proportion and Mr. Douglas noted that they could make the appropriate changes. Vice Chair Hannaman clarified that for the latter, permit department approval would suffice. Mr. Douglas also noted that he was at the “plan check” stage at the moment and addressed the issue of not having three bids. He stated that all contractors have been busy and that he wished to have the work done by a first-tier contractor. Vice Chairperson Hannaman referenced a Board of Supervisors resolution, attached to the Staff Report, which allowed the RACC to waive the three-bid requirement in certain conditions. Member Mullet noted that the bid was closer to \$60,000 and that the RACC was only reimbursing \$25,000, and believed it was a non-issue. There were no public comments and the Vice Chair entertained a motion.

(5:52:47) – MOTION: I move to approve the expenditure of up to \$25,000 for façade improvements to the building located at 410 N. Carson Street, within Redevelopment Area Number One, subject to the conditions of approval in the Staff Memo; and to grant a waiver of the policy requiring three bids for the proposed improvements.

RESULT:	APPROVED (5-0-0)
MOVER:	Kennedy
SECONDER:	Barrette
AYES:	Hannaman, Barrette, Justice, Kennedy, Mullet
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Wickstead, Cardinal

4-B FOR DISCUSSION ONLY: UPDATE ON THE STATUS OF PROJECTS APPROVED FOR FUNDING THROUGH THE FAÇADE IMPROVEMENT PROGRAM.

(5:53:59) – Vice Chair Hannaman referenced the list of façade improvement program funded projects which are incorporated into the record and entertained questions. She also clarified that out of the budgeted \$200,000, \$80,892 had been allocated, and that there would be a carryover of \$41,823 in unused funds for this fiscal year. There were no public comments.

4-C FOR POSSIBLE ACTION: TO RECEIVE AN UPDATE AND PROVIDE DIRECTION TO STAFF REGARDING POSSIBLE PROJECTS TO INCLUDE AS PART OF THE REDEVELOPMENT ALLOCATION PLAN FOR FUTURE DISCUSSION.

(5:57:03) – Vice Chair Hannaman introduced the item and referenced the report, incorporated into the record, from Community Development Director Lee Plemel. It was agreed to table the item for the next meeting when Staff could present it in person.

5. DISCUSSION ONLY

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

(5:57:35) – There were no reports from Staff.

b. FUTURE AGENDA ITEMS FOR THE NEXT RACC MEETING.

(5:57:40) – Chairperson Hannaman suggested agendizing the election of a new Chair. In response to a question by Member Barrette, Ms. Fralick noted that a Chair would be elected in the next meeting, and she explained the appointment process for all commission and committee vacancies.

c. RACC MEMBER REPORTS AND COMMENTS

(5:59:00) – Member Justice gave an update on the Carson City Fair and commended organizer Lindsay Chichester for a job well done.

6. PUBLIC COMMENTS

(5:59:40) – Vice Chairperson Hannaman entertained public comment. However none were forthcoming.

7. FOR POSSIBLE ACTION: ADJOURNMENT.

(5:59:51) – Member Mullet moved to adjourn. The motion was seconded by Member Kennedy. The meeting was adjourned at 6:00 p.m.

The Minutes of the August 7, 2017 Carson City Redevelopment Authority Citizens Committee meeting are so approved this 6th day of November, 2017.

RONNIE HANNAMAN, Vice Chair