



**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
CARSON CITY BOARD OF SUPERVISORS  
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD  
AND CARSON CITY BOARD OF HEALTH**

**Day:** Thursday  
**Date:** November 19, 2015  
**Time:** Beginning at 8:30 a.m.  
**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 - Ken Haskins, First Christian 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 - October 15, 2015**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
  - A) Presentation and recognition of Valley Towing and Pick N Pull for their generosity and continued support of the Carson City Fire Department Training Division.
  - B) Presentation to the Board of Supervisors for their recent participation in fire operations training. (*Robert Schreihans*)
  - C) Presentation of a check from the Shootout for the Future Fundraiser. (*Carol Howell*)
  - D) Presentation of Length of Service certificates to City employees. (*Melanie Bruketta*)

Staff Summary: Once a month the Board of Supervisors present length of service certificates to employees for 5, 10, 15, 20, 25 and 30 years of City service.
- 9. Recess as Board of Supervisors**

## Liquor and Entertainment Board

### 10. Call to Order & Roll Call – Liquor and Entertainment Board

### 11. 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.

### 12. For Possible Action: Approval of Minutes - October 1, 2015 and October 15, 2015

### 13. Community Development - Business License

- A) For Possible Action: To approve Dalbir Singh as the liquor manager for Bhavneet Corporation dba One Stop Food Mart (Liquor License #16-30841) located at 3150 E. Nye Ln. (*Lena Reseck, lreseck@carson.org*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Bhavneet Corporation dba One Stop Food Mart is applying for a packaged liquor license. Tenant Improvement plans have been submitted for review for a building permit. Staff is recommending approval.

- B) For Possible Action: To approve Kishan Singh as the liquor manager for Shiv Stores, Inc. dba RK Food Mart (Liquor License #16-31020) located at 500 Hot Springs Rd. (*Lena Reseck, lreseck@carson.org*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Shiv Stores, Inc. dba RK Food Mart is applying for a packaged liquor license. Tenant Improvement plans have been submitted for review for a building permit. Staff is recommending approval.

- C) For Possible Action: To approve Yvette Barrett as the liquor manager for C.C. Mystique, Inc. dba Mystique Restaurant & Lounge (Liquor License #16-31044) located at 318 N. Carson St. (*Lena Reseck, lreseck@carson.org*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. C.C. Mystique Restaurant & Lounge is applying for a full liquor license. Staff is recommending approval.

- D) For Possible Action: To approve Teresa Sexton as the liquor manager for Van Gogh & Vino (Liquor License #16-31046) located at 1087 S. Carson St. (*Lena Reseck, lreseck@carson.org*)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Teresa Sexton is applying for an on premise beer and wine liquor license. Tenant Improvement plans have been submitted for review for a building permit. Staff is recommending approval.

### 14. 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.

**15. For Possible Action: To Adjourn as the Liquor and Entertainment Board**

**16. Reconvene as the Board of Supervisors**

**Ordinances, Resolutions, and Other Items**

**17. Fire**

For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 5, Public Utility Franchises and Requirements, at Chapter 5.18.040 - Fees and rates. The amendment adds a fee for Non-emergency Basic Life Support (BLS) ambulance service, at a base rate of \$295.00 per transfer. (*Robert Schreihans, rschreihans@carson.org*)

Staff Summary: With the recent addition of a BLS ambulance at the Carson City Fire Department, a base rate for service needs to be established in order for fees to be billed.

**18. Finance**

For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through November 9, 2015 per NRS 251.030 and NRS 354.290. (*Nancy Paulson, npaulson@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 County Commissioners (or in our case 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](http://www.carson.org).

**19. Purchasing and Contracts**

For Possible Action: To determine that Purchase Order No. 2016-038 is a sole source purchase for equipment which by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment, and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve PO No. 2016-038, a request to purchase water meter parts for general on-going maintenance on an as-needed basis through June 30, 2016 from Badger Meter, Inc. for an amount not to exceed \$75,000. Previous Purchase Order 8720 in the amount of \$541,310 was solely for the purchase of replacement water meters for ¾" size. (*Laura Tadman, ltadman@carson.org, Darren Schulz, dschulz@carson.org*)

Staff Summary: Due to compatibility issues with the Orion Automatic Meter Reading System (AMR) utilized by the Water Utility Division of the Carson City Public Works Department, the purchase of parts used to repair or replace damaged meters or associated equipment must be done as a "Sole Source" purchase through Badger Meters and the Orion AMR System.

**20. Community Development - Code Enforcement**

For Possible Action: To provide direction to staff regarding possible amendments to the Carson City regulations relating to parking of recreational vehicles and utility trailers on public streets. (*Lee Plemel, lplemel@carson.org*)

Staff Summary: Based on a recent increase in citizen complaints to the Code Enforcement Division and public officials regarding RV's and various types of trailers being parked on streets in residential neighborhoods, Supervisors Shirk and Bagwell have recommended placing an item on the Board agenda to discuss potential changes to the current regulations regarding the parking of such vehicles. RV's may currently be parked on street during certain times of the year for up to five days for loading and unloading. The Board of Supervisors may initiate a zoning code amendment per CCMC 18.02.075(2).

**21. City Manager**

For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of October 6, 2015 thru November 6, 2015. (*Nick Marano, nmarano@carson.org*)

Staff Summary: All bills or other requests for payment verified per CCMC 2.29 shall be presented by the Controller, together with the register book of demands and warrants to the City Manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

**22. 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

**23. 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.

**24. For Possible Action: To Adjourn as the Board of Supervisors**

**Board of Health**

**25. Call to Order & Roll Call – Board of Health**

**26. 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.

**27. For Possible Action: Approval of Minutes - September 17, 2015**

**28. Health and Human Services**

- A) For Possible Action: Report, discussion and possible direction to staff regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for Carson City Health and Human Services (CCHHS). (*Susan Pintar*)

Staff Summary: Provide an update on the Health Officer's engagement in the department and the community. This is an opportunity to formally inform the Board of Health of the Health Officer's role and her current projects.

- B) For Possible Action: Report, discuss and give possible direction to staff regarding the Director's report on Carson City Health and Human Services (CCHHS) activities. (*Nick Aaker, naaker@carson.org*)

Staff Summary: This is an opportunity to inform the Board of Health of current activities, programs and services within CCHHS including, but not limited to an update of Human Services Emergency Solutions and Shelter Plus Care grants, clinic activities, our response to the increase in gastrointestinal illness in Northern Nevada and activities taking place in the following programs: Public Health Preparedness, Tobacco Prevention and Control, Safe Routes to School, and Adolescent Sexual Health.

- C) Presentation and Discussion Only: Present and discuss Carson City Health and Human Services (CCHHS) 2015 Flu Campaign. (*Sandy Wartgow, swartgow@carson.org*)

Staff Summary: CCHHS has been and continues to be a large provider of vaccinations in our community. Each fall/winter staff conducts community outreach events providing primarily influenza vaccinations. This presentation gives an update on this year's community events and the challenges faced.

- D) Presentation and Discussion Only: Present and discuss Public Health Accreditation. This is the second educational presentation in preparation for the Accreditation site visit tentatively scheduled for February 9-10, 2016. (*Valerie Cauhape, vcauhape@carson.org*)

Staff Summary: Carson City Health and Human Services (CCHHS) has submitted documentation for Public Health Accreditation. This is the second educational presentation to the Board of Health about Public Health Accreditation in preparation for the site visit tentatively scheduled for February 9-10, 2016. The Public Health Accreditation Board (PHAB) requires Board of Health members' attendance at various sessions during the site visit.

- E) For Possible Action: To schedule Board of Health meetings for 2016 in conjunction with the Board of Supervisors regular meeting days. (*Nicki Aaker, naaker@carson.org*)

Staff Summary: Staff would like the Board of Health to meet on the following dates in 2016 - January 21st, March 17th, May 19th, July 21st, September 15th, and November 17th.

**29. 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.

**30. For Possible Action: To Adjourn as the Board of Health**

**\*\*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.

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.

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.

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.

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.

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.

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

**Date: November 12, 2015**