



**MAYOR**  
Ron Smith

**CITY COUNCIL**  
Donald Abbott, Ward I  
Ed Lawson, Ward II  
Paul Anderson, Ward III  
Charlene Bybee, Ward IV  
Kristopher Dahir, Ward V

**CITY ATTORNEY**  
Chet Adams

**CITY MANAGER**  
Neil Krutz

**REGULAR CITY COUNCIL MEETING MINUTES**  
**2:00 P.M., Monday, January 27, 2020**

**City Council Chambers, Legislative Building, 745 Fourth Street, Sparks, Nevada**

**1. Call to Order**

The regular meeting of the Sparks City Council was called to order by Mayor Pro Tem Ed Lawson at 2:00 p.m.

**2. Roll Call**

Mayor ProTem Ed Lawson, Council Members Donald Abbott, Paul Anderson, Charlene Bybee, Kristopher Dahir, City Manager Neil Krutz, City Attorney Chet Adams and City Clerk Lisa Hunderman, PRESENT. Mayor Ron Smith, ABSENT.

**3. Opening Ceremonies**

**3.1 Invocation Speaker**

The invocation was provided by Lead Pastor Bryan Smith of Summit Christian Church

**3.2 Pledge of Allegiance**

The Pledge of Allegiance was led by Grant Denton.

Mayor Ron Smith arrives at 2:02 p.m.

**4. Public Comment**

The founder of the Karma Box Project Grant Denton, Cheer Coach for Sparks Pop-Warner Randi Figma, Robyn Delany with Henry Schein, and Carry Demars with Chase International spoke about the Karma Box Project, a grassroots initiative that gives back to those in need with donation boxes from the community. They thanked the City for allowing them to expand their program into Sparks and how they look forward to helping the community.

Former Sparks teacher Linda Platschon raised concern about an increasing number of large RV's, boats, and large campers appearing on Rosemary Drive and surrounding streets near Katherine Dunn Elementary School. Since many of these vehicles are parked in the street or in driveways, they obstruct the view from drivers and increase the chance of an incident happening when children are coming to and from school. She requests that residents of the area store their sports vehicles at offsite locations. She thanked Sparks Code Enforcement with the help she's received on this issue and suggested codes could be revised to keep roads near schools safer for the community.

Secretary of the Sparks Senior Citizens Advisory Committee Marcy Kupfersmith updated Council on the Committee's recent meeting with the Reno and Washoe chapters. She thanked the Regional Transportation Commission for the Flex Ride Program, which helps seniors with transportation solutions. She also gave updates on future meeting times and speakers and mentioned their first newsletter will be printed in the spring. She thanked Mayor and Council for supporting seniors in the community and for making the committee an official part of Sparks.

Regional Census Coordinator for the State of Nevada Laura Thorworth invited Council to the Washoe County Kick-off Event, where they will be speaking about hard-to-count areas and the importance of participating in the 2020 census.

**5. Agenda**

**5.1 Approval of the Agenda (FOR POSSIBLE ACTION)**

Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.

**Motion:** Move to approve the agenda as submitted.

**Moved by:** Council Member Lawson

**Seconded by:** Council Member Bybee

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**6. Minutes**

**6.1 Consideration and possible approval of the minutes of the Sparks City Council meeting for January 13, 2020.**

**Motion:** Move to approve the minutes of the Sparks City Council meeting January 13, 2020.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Anderson

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**7. Announcements, Presentations, Recognition Items and Items of Special Interest**

**7.1 Presentation of Awards for 2019 Hometowne Christmas Parade and recognition of staff, volunteers and sponsors.**

Parks & Recreation Director Tracy Domingues and Special Events Supervisor Francine Burge presented the winners of the 2019 Hometowne Christmas Parade. Best Float: The City Council float made by Community Services Department. Best Business: MVP Performing Arts Studio. Best Vehicle: Thompson Garage Doors. Best Costume Group: Creative Sparks Performing Arts. Best Animal Group: Sit Means Sit Dog Training Program. Best Community: Girl Scouts of Sierra Nevada.

Best Marching Band: Mayor's Own Marching Band. Best Overall: Chase International Real Estate.

Ms. Domingues thanked Community Services, the sponsors, volunteers, donators, drivers, and all others in the community who helped make the event a success.

**7.2 Proclamation: "National Radon Action Month"**

Mayor Ron Smith proclaimed January 2020 as "National Radon Action Month". Susan Howe gave information of locations where free radon test kits are available and how radon gas has affected Sparks.

**7.3 Boards and Commissions Vacancy Announcement: Building Code Board of Appeals**

City Manager Neil Krutz announced one (1) vacancy on the City of Sparks Building Code Board of Appeals for a two-year term ending March 31, 2022. Applicants must be a registered professional with electrical engineering experience or an electrical contractor with at least 10 years of experience (five of which must have been in responsible charge of work). Applications can be submitted at [www.cityofsparks.us](http://www.cityofsparks.us) or with the City Clerk's Office and will be accepted until 5:00 p.m. on Friday, February 28, 2020.

**7.4 Boards and Commissions Vacancy Announcement: Sparks Citizens Advisory Committee**

City Manager Neil Krutz announced one (1) vacancy on the Sparks Citizen's Advisory Committee for Ward 3 Alternate. This position is coterminous with the appointing elected official, ending November 2020. An Alternate exists for the purpose of attending a meeting and voting if a regular member cannot be present. Applicants must be Sparks residents. Applications can be submitted at [www.cityofsparks.us](http://www.cityofsparks.us) or with the City Clerk's Office and will be accepted until 5:00 p.m. on Friday, February 14, 2020.

**8. Consent Items (FOR POSSIBLE ACTION)**

**Motion:** Move to approve consent items 8.1 through 8.5 as submitted.

**Moved by:** Council Member Lawson

**Seconded by:** Council Member Dahir

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**8.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of December 28, 2019 through January 13, 2020. (FOR POSSIBLE ACTION)**

An agenda item from Chief Financial Officer Jeff Cronk requesting approval of the report of claims and bills approved for payment and the appropriation transfers for the period of December 28, 2019 through January 13, 2020 as presented by staff.

**8.2 Consideration and possible acceptance of a 2019 Justice Assistance Grant (JAG) award from the U.S. Department of Justice in the amount of \$31,815. (FOR POSSIBLE ACTION)**

An agenda item from Chief of Police Pete Krall requesting approval of a \$31,815 grant from the U.S. Department of Justice, 2019 Justice Assistance Grant (JAG) program. Upon acceptance of the 2019 Justice Assistance Grant (JAG), the Sparks Police Department will utilize the \$31,815 towards the purchase of rifles for the Special Weapons and Tactics (SWAT) team, simunitions training equipment, and overtime wages in order to provide necessary training to personnel in the National Incident-Based Reporting System (NIBRS).

**8.3 Consideration, discussion, and possible approval of an interlocal agreement (AC-5645) between the City of Sparks and Washoe County to allow for the conducting and holding of the 2020 primary and general elections in an amount not to exceed \$35,000. (FOR POSSIBLE ACTION)**

An agenda item from City Clerk Lisa Hunderman requesting approval of interlocal agreement (AC-5645) between the City of Sparks and Washoe County to allow for the conducting and holding of the 2020 primary and general elections in an amount not to exceed \$35,000. The interlocal agreement is to authorize Washoe County Registrar of Voters to conduct the 2020 primary and general elections for the City of Sparks.

**8.4 Consideration, discussion, and possible approval of Amendment No. 1 to an existing design services contract (AC-5646) for the Golden Eagle Regional Park Little League Parking Lot Expansion Project with Stantec Consulting Services, Inc. in the amount of \$8,606. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini requesting approval of Amendment No. 1 to an existing design services contract (AC-5646) for the Golden Eagle Regional Park Little League Parking Lot Expansion Project with Stantec Consulting Services, Inc. in the amount of \$8,606. This amendment is for \$8,606 and includes additional costs due to code changes, updating the project estimate, and minor revisions to the plan. The modified contract value exceeds \$50,000 and requires Council approval.

**8.5 Consideration and possible approval of the Sparks Municipal Court Judge Pro Tempore list for calendar year 2020. (FOR POSSIBLE ACTION)**

An agenda item from Court Administrator Heidi Shaw requesting approval of the Sparks Municipal Court Judge Pro Tempore list for calendar year 2020. Pro Tempore judges are utilized by the Municipal Court in the event that a judge is unavailable to hear matters due to illness, vacation, mandatory judicial training, attendance at judicial conferences and/or recusal of a case. Pro Tempore judges are necessary to fulfill the legal requirement of case processing and timely disposition.

9. General Business

9.1 Consideration, discussion and possible approval of appointments to the Sparks Citizen's Advisory Committee (SCAC) for Ward 2 Alternate and Ward 3, coterminous with their appointing elected officials, from the following pool of applicants, listed in alphabetical order: Jennifer Denoo; Meghan Meagher; Alan Munson; David Sousa; Alan Stirling and Eric Wacker. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council approval of appointments to the Sparks Citizen's Advisory Committee (SCAC) for Ward 2 Alternate and Ward 3, coterminous with their appointing elected officials, from the following pool of applicants, listed in alphabetical order: Jennifer Denoo; Meghan Meagher; Alan Munson; David Sousa; Alan Stirling and Eric Wacker.

**Motion:** Move to approve the appointments of Eric Wacker (Ward 2 Alternate) and Alan Munson (Ward 3) to the Sparks Citizen's Advisory Committee, coterminous with their appointing elected officials.

**Moved by:** Council Member Anderson

**Seconded by:** Council Member Lawson

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

9.2 Consideration, discussion, and possible approval of a sub-grant agreement (AC-5650) with Washoe County, allowing the City of Sparks to receive reimbursement for personnel costs in the amount of \$9,446.56 incurred while participating in the statewide Silver Crucible Exercise held on November 12-14, 2019. (FOR POSSIBLE ACTION)

An agenda item from Fire Chief Jim Reid and presented by Battalion Chief Kevin Jakubos requesting Council approve sub-grant agreement (AC-5650) with Washoe County, allowing the City of Sparks to receive reimbursement for personnel costs in the amount of \$9,446.56 incurred while participating in the statewide Silver Crucible Exercise held on November 12-14, 2019. This exercise was directed to local government in response to the October 1, 2017 shooting in Las Vegas. All local government public safety entities participated in planning and conducting the drill and multiple locations throughout the state. The event was held over three days - November 12-14, 2019 and met the City's objective of standing up the EOC and tested our emergency preparedness.

**Motion:** Move to approve sub-grant agreement (AC-5650) with Washoe County, allowing the City of Sparks to receive reimbursement for personnel costs in the amount of \$9,446.56 for participating the in the Silver Crucible Exercise

**Moved by:** Council Member Bybee

**Seconded by:** Council Member Abbott

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None  
**Abstain:** None  
**Vote:** Motion passed unanimously, 5-0

**9.3 Consideration, discussion, and possible approval of a construction contract (AC-5647) for the 2020 Curb, Gutter, Sidewalk and Pavement Rehabilitation Project, Bid No. 19/20-012, PWP-WA-2020-078, with Sierra Nevada Construction in the amount of \$529,007. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approve construction contract (AC-5647) for the 2020 Curb, Gutter, Sidewalk and Pavement Rehabilitation Project, Bid No. 19/20-012, PWP-WA-2020-078, with Sierra Nevada Construction in the amount of \$529,007. The project involves the complete replacement and rehabilitation of curb, gutter, sidewalk, driveway approaches, and asphalt on East J Street from Stanford Way to Probasco Way and on East H Street from Stanford Way to Probasco Way. The project advertised on November 27, 2019 and the City received seven (7) qualified bids with Sierra Nevada Construction being the lowest.

**Motion:** Move to approve the construction contract (AC-5657) for the 2020 Curb, Gutter, Sidewalk and Pavement Rehabilitation Project with Sierra Nevada Construction in the amount of \$529,007.

**Moved by:** Council Member Abbott

**Seconded by:** Council Member Anderson

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**9.4 Consideration, discussion, and possible approval of a construction contract (AC-5648) for the 2020 Street Rehabilitation – Unit 2-Tanglewood Drive Neighborhood Project, Bid No. 19/20-014, PWP-WA-2020-080, with Sierra Nevada Construction in the amount of \$847,007. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approve construction contract (AC-5648) for the 2020 Street Rehabilitation – Unit 2-Tanglewood Drive Neighborhood Project, Bid No. 19/20-014, PWP-WA-2020-080, with Sierra Nevada Construction in the amount of \$847,007. The project involves removing and replacing deteriorating curb gutter, sidewalk, and driveway approaches along with constructing new pedestrian ramps and reconstructing the roadway with new asphalt. The project advertised on November 27, 2019 and the City received five (5) qualified bids with Sierra Nevada Construction being the lowest.

**Motion:** Move to approve construction contract (AC-5648) for the 2020 Street Rehabilitation – Unit 2-Tanglewood Drive Neighborhood Project with Sierra Nevada Construction in the amount of \$847,007.

**Moved by:** Council Member Abbott

**Seconded by:** Council Member Anderson  
**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir  
**No:** None  
**Abstain:** None  
**Vote:** Motion passed unanimously, 5-0.

**9.5 Consideration, discussion, and possible approval of a construction contract (AC-5644) for the 2020 Street Preventative Maintenance Project, Bid No. 19/20-016, PWP-WA-2020-082, with Sierra Nevada Construction in the amount of \$304,030.89. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Council approve construction contract (AC-5644) for the 2020 Street Preventative Maintenance Project, Bid No. 19/20-016, PWP-WA-2020-082, with Sierra Nevada Construction in the amount of \$304,030.89. The project involves providing preventative maintenance treatments and Rapid Setting Slurry Seal on candidate pavements included in the City's Transportation Maintenance plan. The project advertised on December 4, 2019 and the City received two (2) qualified bids with Sierra Nevada Construction being the lowest.

**Motion:** Move to approve construction contract (AC-5644) for the 2020 Street Preventative Maintenance Project with Sierra Nevada Construction in the amount of \$304,030.89.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Bybee

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**9.6 Consideration, discussion, and possible approval of a construction contract (AC-5649) for the Burgess Tennis Court Improvement Project, Bid No. 19/20-018, PWP# WA-2020-095, with Sierra Nevada Construction in the amount of \$139,007. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by Capital Projects Manager Brian Cason requesting Council approve construction contract (AC-5649) for the Burgess Tennis Court Improvement Project, Bid No. 19/20-018, PWP# WA-2020-095, with Sierra Nevada Construction in the amount of \$139,007. The proposed project consists of the removal of the existing asphalt tennis court surface and construction of new asphalt surface for two tennis courts and one pickleball court. The project was advertised on November 27, 2019 and one addenda was issued during the bidding process. The City received two (2) bids with Sierra Nevada Construction, Inc. being the lowest which included an \$8,000 force account for the addenda.

Mr. Cason stated the project will cause less damage to the park during construction since the courts are near Pyramid Way. The courts have a life expectancy of 15 years.

Council asked if pickleball can be played on tennis courts. Parks Development Coordinator Chris Cobb explained that pickleball is played with a lower net and different sized court. Council asked about the timeframe on the completion of the project. Mr. Cobb explained it is weather-dependent but should be complete by summer.

Mack Rossi gave public comment thanking Council for designating a court for pickleball.

**Motion:** Move to approve construction contract (AC-5649) for the Burgess Tennis Court Improvement Project with Sierra Nevada Construction in the amount of \$139,007

**Moved by:** Council Member Bybee

**Seconded by:** Council Member Lawson

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**9.7 Discussion and possible direction to the City Manager to coordinate with Washoe County's Director of Human Services, the Washoe County Manager, and Reno City Manager to evaluate and identify possible improvements for the organization and delivery of services for the homeless. (FOR POSSIBLE ACTION)**

An agenda item from Community Homeless Advisory Board and presented by Planning Manager Jim Rundle requesting Council provide direction to the City Manager to coordinate with the Washoe County Manager, and Reno City Manager to evaluate and identify possible improvements for the organization and delivery of services for the homeless. The Community Homeless Advisory Board (CHAB) was created to review and provide recommendations on homeless matters including funding, community-wide homeless strategies, and other issues determined by the CHAB. The CHAB consists of six members, two each from the cities of Reno and Sparks and two from Washoe County. At the January 6, 2020 CHAB meeting, a motion was unanimously approved to direct the City and County Managers to meet and discuss the organization and delivery of services for the homeless.

**Motion:** Move to direct the City Manager to coordinate with the Reno City Manager and Washoe County Manager to evaluate and identify possible improvements for delivery of services for the homeless.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Lawson

**Yes:** Council Members Abbott, Lawson, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.



- 9.8 FIRST READING of Bill No. 2771, An ordinance providing for the conducting and holding of a primary election in the City of Sparks on the 9th day of June 2020 and a general election in the City of Sparks on the 3rd day of November 2020; identifying municipal offices seeking candidates, authorizing Washoe County to conduct the election and setting the filing fees for candidacy declaration.**

A first reading from City Clerk Lisa Hunderman of Bill 2771. Public hearing for this item will be held at the regular City Council Meeting scheduled for Monday, February 10, 2020 at 2 p.m. at Sparks City Council Chambers, 745 Fourth Street, Sparks, Nevada.

- 10. Public Hearing and Action Items Unrelated to Planning and Zoning**  
None.

- 11. Planning and Zoning Public Hearings and Action Items**  
None.

- 12. Comments**

- 12.1 Comments from the Public**  
None.

- 12.2 Comments from City Council and City Manager**  
None.

- 13. Adjournment**  
Council was adjourned at 2:57 p.m.

\_\_\_\_\_  
Ronald E. Smith, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Hunderman, City Clerk

>>>NJ