



MAYOR
Ed Lawson

CITY COUNCIL
Donald Abbott, Ward I
Dian VanderWell, 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, March 8, 2021

This meeting was held virtually due to the COVID-19 pandemic

1. Call to Order

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

2. Roll Call

Mayor Ed Lawson, Council Members Donald Abbott, Dian VanderWell, Paul Anderson, Charlene Bybee, Kristopher Dahir, City Manager Neil Krutz, City Attorney Chet Adams, City Clerk Lisa Hunderman, PRESENT via ZOOM.

3. Opening Ceremonies

3.1 Invocation Speaker

The invocation was given by Pastor Pete Vossler, Crosswinds Assembly of God.

3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Abbott.

4. Public Comment

City Clerk Lisa Hunderman read into record emailed public comment received from D'Andrea Community Association President George Emery and D'Andrea Ranch Phase III President Corie Quillinan regarding traffic safety concerns affecting D'Andrea communities. Concerns include speeding, pedestrian safety, and increased noise and traffic volume. Rhonda McCalla also emailed regarding noise pollution along main area roadways.

R. Crump emailed regarding in-person public comment.

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: I move to approve the agenda as submitted.

Moved by: Council Member Abbott

Seconded by: Council Member Dahir

Yes: Council Members Abbott, VanderWell, 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 and Budget Workshop for February 22, 2021. (FOR POSSIBLE ACTION)

Motion: I move to approve the minutes of the Sparks City Council meeting and Budget Workshop for February 22, 2021.

Moved by: Council Member VanderWell

Seconded by: Council Member Bybee

Yes: Council Members Abbott, VanderWell, 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 Boards and Commissions vacancy announcement: Building Code Board of Appeals

City Manager Neil Krutz announced two (2) vacancies on the Building Code Board of Appeals. Applicants must be a registered professional with architectural experience, or a builder or superintendent of building construction with at least 10 years of experience (five (5) of which must be in responsible charge of work. Each vacancy is for a two-year term ending March 31, 2023. Applications will be accepted until 5:00 p.m. on Wednesday, March 10, 2021.

7.2 Boards and Commissions vacancy announcement: Sparks Planning Commission

City Manager Neil Krutz announced one (1) vacancy on the Sparks Planning Commission for a partial term ending December 31, 2021. Applications will be accepted until 5:00 p.m. on Friday, March 12, 2021.

7.3 Boards and Commissions vacancy announcement: Civil Service Commission

City Manager Neil Krutz announced one (1) vacancy on the Civil Service Commission for a partial term ending June 30, 2023. Applicants cannot be City employees or related to one within the third degree of consanguinity. Applications will be accepted until 5:00 p.m. on Friday, March 26, 2021.

7.4 Proclamation: "Women in Construction Week"

Council proclaimed March 7, 2021 – March 13, 2021 as “Women in Construction Week” in recognition of the skills and expertise exhibited by women in the construction industry. Their contributions as general contractors, subcontractors, architects, engineers, project managers and tradespeople help ensure economic growth and stability throughout our communities. The proclamation was read by Council Member VanderWell.

7.5 Proclamation: "YESCO's 101 Years of Light Day"

Council proclaimed March 21, 2021 as "YESCO's Years of Light Day" in recognition of YESCO's longevity as a family business and their legacy in the City of Sparks over the past 100 years. The proclamation was read by Mayor Lawson. Tom Young, Jeff Young, and Karen Munson with YESCO thanked the Mayor for the recognition and expressed gratitude to the Sparks community for continued support.

8. Consent Items (FOR POSSIBLE ACTION)

Motion: Move to approve consent items 8.1 through 8.3 as submitted.
Moved by: Council Member Bybee
Seconded by: Council Member Anderson
Yes: Council Members Abbott, VanderWell, 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 February 4, 2021 through February 18, 2021. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk requesting Council approval of the report of claims and bills approved for payment and the appropriation transfers for the period of February 4, 2021 through February 18, 2021.

8.2 Consideration, discussion, and possible acceptance of a 2020 Justice Assistance Grant award from the U.S. Department of Justice in the amount of \$32,251.00. (FOR POSSIBLE ACTION)

An agenda item from and presented by Chief of Police Chris Crawforth requesting Council approval to accept a 2020 Justice Assistance Grant (JAG) award from the U.S. Department of Justice in the amount of \$32,251.00. The U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance awarded the grant collectively in the amount of \$161,256.00 to the Reno Police Department, Washoe County Sheriff's Office, and Sparks Police Department. This funding can be used towards law enforcement training, equipment, and personnel overtime expenses.

8.3 Consideration, discussion, and possible ratification of the City Manager's approval of extending agreement (AC-5725) between the City of Sparks, City of Reno, and Walgreen Co. to provide up to 30,000 point of care tests for COVID-19 at Walgreens locations, in the amount of \$3,750,000.00, with Sparks's share being \$1,125,000.00, through April 30, 2021. (FOR POSSIBLE ACTION)

An agenda item City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting possible ratification of the City Manager's approval of extending agreement (AC-5725) between the City of Sparks, City of Reno, and Walgreen Co. to provide up to 30,000 point of care tests for COVID-19 at

Walgreens locations, in the amount of \$3,750,000.00, with Sparks's share being \$1,125,000.00, through April 30, 2021.

9. General Business

9.1 Consideration, discussion, and possible ratification of the City Manager's approval of an expenditure of \$352,774.26 to purchase six police vehicles upfitted by Defender Supply Co. from Champion Chevrolet as part of the FY 2021 CIP, utilizing the joinder bid from the State of Nevada vehicle contract #99SWC-NV19-2037. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Assistant Public Works Manager Mark Anderson requesting possible ratification of the City Manager's approval of an expenditure of \$352,774.26 to purchase six police vehicles upfitted by Defender Supply Co. from Champion Chevrolet as part of the FY 2021 CIP, utilizing the joinder bid from the State of Nevada vehicle contract #99SWC-NV19-2037. Due to supply chain interruptions caused by the COVID-19 pandemic, police vehicle availability was compromised. With time being of the essence the City Manager approved the vehicle purchase February 2, 2021, and a purchase order was issued on February 3, 2021. Council asked when the vehicles are expected to join the fleet; Mr. Anderson confirmed early Fall 2021 as long as the supply chain allows.

Motion: I move the ratify City Manager's approval of an expenditure of \$352,774.26 to purchase six police vehicles upfitted by Defender Supply Co. from Champion Chevrolet as part of the FY 2021 CIP, utilizing the joinder bid from the State of Nevada vehicle contract #99SWC-NV19-2037.

Moved by: Council Member Anderson

Seconded by: Council Member Abbott

Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

No: None

Abstain: None

9.2 Consideration and possible approval of an expenditure of \$292,277.00 to purchase one Schwarze Model M6TE Avalanche Mechanical Sweeper on a Freightliner M2 chassis from Schwarze Industries, Inc., utilizing Sourcewell contract #122017-SWZ and MME Equipment. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Public Works Manager Ron Korman requesting Council approval of an expenditure of \$292,277.00 to purchase one Schwarze Model M6TE Avalanche Mechanical Sweeper on a Freightliner M2 chassis from Schwarze Industries, Inc., utilizing Sourcewell contract #122017-SWZ and MME Equipment. The existing sweeper has reached the end of its useful service life and needs replacement due to high maintenance costs. Public Works Maintenance utilizes sweepers daily to remove debris and dirt from City streets, alleys, and trails. Council asked when another machine might be needed to keep up with expansion in the city. Mr. Korman noted there are extra sweepers available in the fleet to help with upkeep. Another machine would potentially necessitate an additional employee, which is not feasible at this

time. Mr. Korman noted they do not anticipate the need for an additional sweeper soon but will continue to monitor the situation.

Motion: I move to approve the purchase of one Schwarze Model M6TE Avalanche Mechanical Sweeper from Schwarze Industries, Inc., through the Sourcewell contract and MME Equipment in the amount of \$292,277.00.

Moved by: Council Member Dahir

Seconded by: Council Member Abbott

Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

No: None

Abstain: None

9.3 Consideration, discussion, and possible approval to purchase four (4) Harris Symphony Radio Workstations for Sparks Emergency Dispatch Center, in the amount of \$212,289.26, to be reimbursed by Washoe County 911 surcharge funds. (FOR POSSIBLE ACTION)

An agenda item from Police Chief Chris Crawforth and presented by Police Services Manager Lisa Rose-Brown requesting Council approval to purchase four Harris Symphony Radio Workstations for Sparks Emergency Dispatch Center, in the amount of \$212,289.26, to be reimbursed by Washoe County 911 surcharge funds. Funds will cover hardware, software, accessories, and installation of the radio workstations. Washoe County has approved using 911 surcharge funds to fully reimburse this purchase.

Motion: I move to approve the purchase of four (4) Harris Symphony Radio workstations for Sparks Emergency Dispatch Center, in the amount of \$212,289.26, to be reimbursed from 911 surcharge funds.

Moved by: Council Member Abbott

Seconded by: Council Member Bybee

Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

No: None

Abstain: None

9.4 Consideration, discussion, and possible direction to apply for a FEMA Staffing for Adequate Fire and Emergency Response grant to hire three firefighters for three years. (FOR POSSIBLE ACTION)

An agenda item from and presented by Fire Chief Jim Reid requesting possible direction to apply for a FEMA Staffing for Adequate Fire and Emergency Response (SAFER) grant to hire three firefighters for three years. The SAFER grant is a three-year grant that fully funds the salary and benefits of each employee. Sparks Fire Department will be required to purchase the necessary firefighting equipment for these employees and guarantee employment for those three years. The grant application period opened in February and closes March 12, 2021. Notification of award normally occurs in late summer or early fall.

Motion: I move to direct the City Manager to apply for a FEMA Staffing for Adequate Fire and Emergency Response grant to hire three firefighters for three years.
Moved by: Council Member Bybee
Seconded by: Council Member Dahir
Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.

9.5 Consideration, discussion, and possible approval of the 2021 Street Rehabilitation – Unit 1 – Camino Real Drive Neighborhood, Bid No. 20/21-007, PWP-WA-2021-132 construction contract (AC-5737) to Sierra Nevada Construction in the amount of \$1,086,007.00. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Transportation Manager Amber Sosa requesting Council approval of the 2021 Street Rehabilitation – Unit 1 – Camino Real Drive Neighborhood, Bid No. 20/21-007, PWP-WA-2021-132 construction contract (AC-5737) to Sierra Nevada Construction in the amount of \$1,086,007.00. On February 10, 2021, the City of Sparks received five qualified bids for this project. Sierra Nevada Construction submitted the low bid in the amount of \$1,086,007.00. 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.

Motion: I move to approve the 2021 Street Rehabilitation – Unit 1 – Camino Real Drive Neighborhood Project construction contract (AC-5737) with Sierra Nevada Construction in the amount of \$1,086,007.00.

Technical difficulties caused lack of a clear motion from Council Member Anderson. Mayor Lawson requested the motion be restated by another council member.

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

Council asked when construction would commence. Mrs. Sosa commented they anticipate construction to begin in roughly two weeks, with about 30-45 days of work expected to complete the project.

9.6 Consideration, discussion, and possible approval of a contract (AC-5738) with Eide Bailly, LLP, to provide financial statement audit services for the City of Sparks and Truckee Meadows Water Reclamation Facility for fiscal years

ending June 30, 2021, through June 30, 2023, in an annual amount not to exceed \$156,000.00 in fiscal year 2022, \$157,500.00 in fiscal year 2023, \$159,000.00 in fiscal year 2024, with a mutually agreeable option of extending the contract for each of the three subsequent fiscal years, RFP #20/21-006. (FOR POSSIBLE ACTION)

An agenda item from Chief Financial Officer Jeff Cronk and presented by Accounting Manager Debi Kinder requesting Council approval of a contract (AC-5738) with Eide Bailly, LLP, to provide financial statement audit services for the City of Sparks and Truckee Meadows Water Reclamation Facility. The contract is valid June 30, 2021, through June 30, 2023, in an annual amount not to exceed \$156,000.00 in fiscal year 2022, \$157,500.00 in fiscal year 2023, \$159,000.00 in fiscal year 2024, with a mutually agreeable option of extending the contract for each of the three subsequent fiscal years, RFP #20/21-006.

NRS 354.624 requires the City provide for an annual audit of its financial statements in accordance with Generally Accepted Auditing Standards and that the audit be presented to Council. NRS 354.624(3) provides that the Council may, without requiring competitive bids, designate the auditor or firm annually.

Motion: I move to approve the contract (AC-5738) with Eide Bailly, LLP, to provide financial statement audit services for the City of Sparks and Truckee Meadows Water Reclamation Facility for fiscal years ending June 30, 2021, through June 30, 2023, in an annual amount not to exceed \$156,000.00 in fiscal year 2022, \$157,500.00 in fiscal year 2023, \$159,000.00 in fiscal year 2024, with a mutually agreeable option of extending the contract for each of the three subsequent fiscal years, RFP #20/21-006.

Moved by: Council Member Dahir

Seconded by: Council Member VanderWell

Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

10. Public Hearing and Action Items Unrelated to Planning and Zoning

None.

11. Planning and Zoning Public Hearings and Action Items

11.1 Public hearing, discussion, and possible adoption of Resolution No. 3376 to certify amendments to the City of Sparks Comprehensive Plan that: (1) revise existing and adopt new goals, policies, and text to address conformance with the 2019 Truckee Meadows Regional Plan; (2) update figures, maps, statistics, and text for general maintenance purposes; and (3) revise existing and adopt new goals, policies, and text to address certain topics including, but not limited to, annexation and development agreement procedures, sidewalks, flooding, transportation improvements, cultural resources, and non-residential land use

amendments; and other matters properly relating thereto. (FOR POSSIBLE ACTION)

An agenda item from and presented by Planner Senior Sienna Reid requesting Council adoption of Resolution No. 3376 to certify amendments to the City of Sparks Comprehensive Plan that: (1) revise existing and adopt new goals, policies, and text to address conformance with the 2019 Truckee Meadows Regional Plan; (2) update figures, maps, statistics, and text for general maintenance purposes; and (3) revise existing and adopt new goals, policies, and text to address certain topics including, but not limited to, annexation and development agreement procedures, sidewalks, flooding, transportation improvements, cultural resources, and non-residential land use amendments; and other matters properly relating thereto.

Proposed amendments primarily address changes needed to conform to the 2019 Truckee Meadows Regional Plan. However, general updates and a limited number of targeted policy changes are also included. On November 5, 2020, the Sparks Planning Commission approved the proposed amendments to the Sparks Comprehensive Plan. On January 28, 2021, the Truckee Meadows Regional Planning Commission found these amendments to be in conformance with the Regional Plan.

Council asked for clarification on the Primary Investment Quarter. Ms. Reed explained the new name is essentially a rebranding intended to encourage a variety of investment options that are not limited simply to bus transit improvements. A variety of investment types allows for greater flexibility in how the space along the corridor is used. Ms. Reed noted the goal is to continue to encourage more vibrant, urban settings along the corridor.

Public hearing was opened at 3:07 p.m. There were no comments.

Motion: I move, based on Findings CP1 through CP4 as set forth in the staff report, to adopt Resolution No. 3376 to certify the amendments to the Comprehensive Plan associated with PCN20-0032, with permission for staff to make administrative corrections, as necessary, when preparing the final Comprehensive Plan.

Moved by: Council Member VanderWell

Seconded by: Council Member Bybee

Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

12. Comments

12.1 Comments from the Public

None.

12.2 Comments from City Council and City Manager

Council Member Dahir wished all a Happy International Women's Day and thanked his mother, wife, and fellow staff for the amazing contributions they continue to make that positively impact their families, workforces, and communities alike.

13. Adjournment

Council was adjourned at 3:11 p.m.

Ed Lawson, Mayor

ATTEST:

Lisa Hunderman, City Clerk

>>>LK