



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, January 11, 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 Council Member Dahir.

#### 3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Anderson.

### 4. Public Comment

City Clerk Lisa Hunderman read into record email received from Reva Crump 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:** Move to approve the agenda as submitted.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Abbott

**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 for December 14, 2020. (FOR POSSIBLE ACTION)

**Motion:** Move to approve the minutes of the Sparks City Council meeting for December 14, 2020.  
**Moved by:** Council Member Bybee  
**Seconded by:** Council Member VanderWell  
**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: Truckee River Fund Advisory Committee**

City Manager Neil Krutz announced one (1) open vacancy on the Truckee River Fund Advisory Committee. This position serves at the leisure of the Mayor and Council with no specified term. Applications will be accepted until 5:00 p.m. on Friday, January 15, 2021.

**7.2 Boards and Commissions vacancy announcement: Western Nevada Development District Board of Directors**

City Manager Neil Krutz announced two (2) vacancies on the Western Nevada Development District Board of Directors for private citizen appointments. Applicants must be involved in business, industry, professions, or education. Both appointments are for two-year terms ending December 31, 2022. Applications will be accepted until 5:00 p.m. on Friday, January 29, 2021.

**7.3 Proclamation: National Radon Action Month**

Council proclaimed January 2021 as “National Radon Action Month” to help raise awareness of the colorless, odorless, naturally occurring radioactive gas that is the primary cause of lung cancer among nonsmokers and the second leading cause of lung cancer among smokers. Council encouraged all City of Sparks residents to test their homes for radon, mitigate elevated levels of radon, and have new homes built with radon-reducing materials and features. The proclamation was read by Council Member Abbott.

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

**Motion:** Move to approve consent items 8.1 through 8.6 as submitted.  
**Moved by:** Council Member Dahir  
**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 November 19, 2020 through December 23, 2020. (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 November 19, 2020 through December 23, 2020.

**8.2 Consideration and possible approval of the Sparks Municipal Court Judge Pro Tempore list for calendar year 2021. (FOR POSSIBLE ACTION)**

An agenda item from Court Administrator Heidi Shaw requesting Council approval of the Judge Pro Tempore list for Sparks Municipal Court for calendar year 2021. Attorneys for the list are: Dean Heidrich, Esq., Cheryl Field-Lang, Esq., Richard Molezzo, Esq., Kenneth Howard, Esq., Cotter Conway, Esq., Jill Greiner, Esq.

**8.3 Consideration, discussion, and possible approval of a Final Map for Stonebrook Village G1-A Subdivision. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Council approval of a Final Map for Stonebrook Village G1-A Subdivision. This Final Map will create 88 residential lots within the Stonebrook New Urban District. The final map and civil improvement drawings have been reviewed by the Community Services Department and have been found to be acceptable.

**8.4 Consideration, discussion, and possible approval of a Final Map for Stonebrook Village C2 Subdivision. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Council approval of a Final Map for Stonebrook Village C2 Subdivision. This Final Map will create 111 residential lots within the Stonebrook New Urban District. The final map and civil improvement drawings have been reviewed by the Community Services Department and have been found to be acceptable.

**8.5 Consideration and possible approval of an application for a gaming license for Sartini Gaming, LLC, DBA 7-Eleven Store #20272D, located at 1620 El Rancho Dr., Sparks, Nevada 89431, as a slot route operator, submitted by Ms. Phyllis A. Gilland. (FOR POSSIBLE ACTION)**

An agenda item presented by Police Chief Chris Crawforth requesting Council approval of a Gaming License from Phyllis A. Gilland for Sartini Gaming, LLC, dba 7-Eleven Store #20272D, located at 1620 El Rancho Dr.

**8.6 Consideration and possible approval of an application for a Gaming license for Nugget Casino dba Smooth Bourbon located at 1040 Victorian Ave., Sparks, NV 89431 submitted by Mark Sterbens. (FOR POSSIBLE ACTION)**

An agenda item presented by Police Chief Chris Crawforth requesting Council approval of a Gaming License from Phyllis A. Gilland for Sartini Gaming, LLC, dba Woody's Grille & Spirits, located at 960 South McCarran Blvd.

**9. General Business**

**9.1 Consideration, discussion, and possible approval of Amendment No. 2 to Contract of Employment (AC-5553) of Sparks City Manager. (FOR POSSIBLE ACTION)**

An agenda item from City Manager Neil Krutz requesting approval of Amendment No. 2 to Contract of Employment (AC-5553) of Sparks City Manager. Due to the financial uncertainty stemming from the COVID-19 pandemic, in May of 2020, City Manager Neil Krutz requested that his salary be reduced by 5% and asked that City Council decline to provide him a merit increase or cost of living adjustment (COLA). City revenue projections have improved since May of 2020, and Mr. Krutz has proposed that the City Council restore the reduction in his pay and allow him a merit increase and COLA, effective January 17, 2021.

**Motion:** I move to approve Amendment No. 2 to Contract of Employment (AC-5553) of Sparks City Manager.

**Moved by:** Council Member Bybee

**Seconded by:** Council Member Anderson

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

**No:** None

**Abstain:** None

**9.2 Consideration and possible acceptance of an Office of Criminal Justice Assistance (OCJA) 2020 Justice Assistance Grant (JAG) (AC-5723) award in the amount of \$69,000.00. (FOR POSSIBLE ACTION)**

An agenda item from Police Chief Chris Crawforth requesting Council approve acceptance of an Office of Criminal Justice Assistance (OCJA) 2020 Justice Assistance Grant (JAG) (AC-5723) award in the amount of \$69,000.00. The award will be used to purchase the VirTra Firearms Training Simulator. This training simulator provides training in several areas now required by state law and is recognized by the national Peace Officer Standards and Training (POST) organization as specifically addressing fair and impartial policing, implicit bias in policing, de-escalation, and de-confliction, as well as other categories through multiple stress-induced, scenario-based realistic training models.

**Motion:** I move to accept the Office of Criminal Justice Assistance 2020 Justice Assistance Grant (AC-5723) award in the amount of \$69,000.00.

**Moved by:** Council Member Abbott

**Seconded by:** Council Member Dahir

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

**No:** None

**Abstain:** None

**9.3 Consideration and possible acceptance of an Office of Criminal Justice Assistance (OCJA) 2020 Justice Assistance Grant (JAG) (AC-5724) award in the amount of \$19,100.00. (FOR POSSIBLE ACTION)**

An agenda item from Police Chief Chris Crawforth requesting Council approve acceptance of an Office of Criminal Justice Assistance (OCJA) 2020 Justice Assistance Grant (JAG) (AC-5724) award in the amount of \$19,100.00. The award will be used to partially fund the purchase of the Ocean Systems tower and Talino Forensic Workstation. The purchase would update electronic forensics systems currently in place for processing, enhancing, and storing video evidence. Council asked where the remaining funds would come from; Chief Crawforth confirmed the item was already approved in the current budget and this grant will offset those costs.

**Motion:** I move to accept the Office of Criminal Justice Assistance (OCJA) (AC-5724) 2020 Justice Assistance Grant (JAG) award in the amount of \$19,100.00.

**Moved by:** Council Member Bybee

**Seconded by:** Council Member Anderson

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

**No:** None

**Abstain:** None

**9.4 Consideration, discussion, and possible approval of a three-year contract (AC-5728) with ProQA Priority Dispatch Software for the Sparks Emergency Dispatch Center's implementation of Emergency Fire Dispatch protocols, in the amount of \$117,217 for the first year, which will be reimbursed from 911 surcharge funds. (FOR POSSIBLE ACTION)**

An agenda item from Police Chief Chris Crawforth and presented by Police Services Manager Lisa Brown requesting Council approval of a three-year contract (AC-5728) with ProQA Priority Dispatch Software for the Sparks Emergency Dispatch Center's implementation of Emergency Fire Dispatch protocols, in the amount of \$117,217 for the first year, which will be reimbursed from 911 surcharge funds. The initial cost includes licensing, training, quality assurance, accreditation and support. Washoe County has approved use of 911 surcharge funds (E911 funds) for full reimbursement. The annual fee for product licensing renewal and maintenance is \$12,000 for years two and three of the contract.

**Motion:** I move to approve a three-year contract (AC-5728) with ProQA Priority Dispatch Software for the Sparks Emergency Dispatch Center's implementation of Emergency Fire Dispatch protocols, in the amount of \$117,217 for the first year, which will be reimbursed from 911 surcharge funds.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Anderson

**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 Resolution No. 3368, repealing Resolution No. 3344 regarding salaries and benefits for executive employees. (FOR POSSIBLE ACTION)**

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council approval of Resolution No. 3368, repealing Resolution No. 3344 regarding salaries and benefits for executive employees, which was rendered redundant by City Council's approval of individual employment agreements for executive employees on November 9, 2020.

**Motion:** I move to approve Resolution No. 3368, repealing Resolution No. 3344 regarding salaries and benefits for executive employees.

**Moved by:** Council Member Abbott

**Seconded by:** Council Member Anderson

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

**No:** None

**Abstain:** None

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

**9.6 Consideration, discussion, and possible approval of a two-year professional services contract (AC-5726) with Kaempfer Crowell, Ltd., for Nevada Legislature lobbying and consulting services, in a total amount not to exceed \$120,000.00. (FOR POSSIBLE ACTION)**

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council approval of a two-year professional services contract (AC-5726) with Kaempfer Crowell, Ltd., for Nevada Legislature lobbying and consulting services, in a total amount not to exceed \$120,000.00. If approved, Kaempfer Crowell, Ltd., would provide lobbying and consulting services during the upcoming session of the Nevada Legislature and in the subsequent months. In exchange, the City would pay Kaempfer Crowell a flat fee of \$5,000.00 per month for the two-year term of the agreement. Mike Hillerby, long-time lobbyist with Kaempfer Crowell, Ltd., thanked Council for the opportunity to represent the City.

**Motion:** I move to approve the two-year professional services contract (AC-5726) with Kaempfer Crowell, Ltd., for Nevada Legislature lobbying and consulting services, in a total amount not to exceed \$120,000.00.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Bybee

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

**No:** None

**Abstain:** None

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

**9.7 Consideration, discussion, and possible ratification of the City Manager's approval of a two-year professional services contract (AC-5727) with Hardy Consulting Group, LLC, for Nevada Legislature lobbying and consulting**

**services in a total amount not to exceed \$30,000.00. (FOR POSSIBLE ACTION)**

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council ratification of the City Manager's approval of a two-year professional services contract (AC-5727) with Hardy Consulting Group, LLC, for Nevada Legislature lobbying and consulting services in a total amount not to exceed \$30,000.00. If the professional services contract is ratified, Hardy Consulting Group, LLC, would provide lobbying and consulting services during the upcoming session of the Nevada Legislature and in the subsequent months. Hardy Consulting's services to the City of Sparks would be coordinated with the Cities of Henderson, Las Vegas, and Reno, which will each have separate contracts with Hardy Consulting for the same purpose. The City of Sparks would pay Hardy Consulting a flat fee of \$2,000.00 per month from January through June of 2021, and \$1,000.00 per month for the remainder of the two-year term of the agreement.

**Motion:** I move to ratify the City Manager's approval of the two-year professional services contract (AC-5727) with Hardy Consulting Group, LLC, for Nevada Legislature lobbying and consulting services in a total amount not to exceed \$30,000.00.

**Moved by:** Council Member Anderson

**Seconded by:** Council Member Bybee

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

**No:** None

**Abstain:** None

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

**9.8 Consideration, discussion, and possible ratification of an 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' share being \$1,125,000.00. (FOR POSSIBLE ACTION)**

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council ratification of an 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' share being \$1,125,000.00. Due to the continuing COVID-19 pandemic emergency and the need for more COVID-19 testing in the region, the City Manager executed an agreement between the City of Sparks, City of Reno, and Walgreen Co. to provide up to 30,000 rapid COVID-19 tests to the public.

Council asked how many tests have been administered. Mrs. McCormick confirmed as of January 3, 2021 just under 1346 tests had been administered. Council asked for continued messaging to the community about testing availability. Mayor Lawson asked about the deadline to test and what happens to funds if tests are unused. Mrs. McCormick noted the deadline is February 28, 2021. At that time,

Council will decide if they would like to request a refund and redirect funds to another COVID response area or extend the deadline and continue testing.

**Motion:** I move to ratify the 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, with Sparks's share being \$1,125,000.00.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Bybee

**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**

None.

**12. Comments**

**12.1 Comments from the Public**

Erin Massengale provided comment on the impact of the COVID-19 pandemic on the local community and requested a public hearing regarding the City's response.

**12.2 Comments from City Council and City Manager**

Council Member Dahir reminded the community to stay hopeful as 2021 moves forward.

Mayor Lawson congratulated Council Member Dahir on his appointment as President of the 2021 Executive Board of the Nevada League of Cities and Municipalities.

**13. Adjournment**

Council was adjourned at 3:00 p.m.

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Ed Lawson, Mayor

ATTEST:

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Lisa Hunderman, City Clerk

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