



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, October 26, 2020

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 not provided.

3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Council Member VanderWell.

4. Public Comment

City Clerk Lisa Hunderman read into record emails from Debra Chaplin and Khris Integriss about Sparks Police Officer George Forbush and the Reno Cop Watch group.

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 Anderson

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 October 12, 2020. (FOR POSSIBLE ACTION)

Motion: I move to approve the minutes of the Sparks City Council meeting for October 12, 2020.
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 Proclamation: Careers in Construction Month

Mayor Lawson proclaimed October 2020 as Careers in Construction Month. This month provides an opportunity to increase public awareness and appreciation of construction craft professionals and all construction trades.

7.2 Boards and Commissions Vacancy Announcement: Arts and Culture Advisory Committee

The Sparks Arts and Culture Advisory Committee has three (3) vacancies, each for 2-year terms ending November 30, 2022. The vacancies are for each of the following: one member with a humanities background, one member with a performing arts background and one member with a visual arts background. Applications will be accepted until 5:00 pm on Friday, November 13, 2020.

7.3 Boards and Commissions Vacancy Announcement: Enterprise Fund Advisory Committee

The Enterprise Fund Advisory Committee (EFAC) has one vacancy for a 4-year term ending December 31, 2024. This vacancy is for a construction industry representative. Applications will be accepted until 5:00 pm on November 13, 2020.

7.4 Boards and Commissions Vacancy Announcement: Sparks Planning Commission

There are two (2) vacancies on the Sparks Planning Commission, each for a 4-year term ending December 31, 2024. Applicants must be a resident of the City of Sparks and a registered voter. Applications will be accepted through 5:00 pm on Friday, November 13, 2020.

7.5 Boards and Commissions Vacancy Announcement: Technical Review Committee, Washoe County Home Consortium

There is one (1) vacancy on the Technical Review Committee, Washoe County Home Consortium for a partial term ending June 30, 2021. Applicants must be a Sparks resident and are not required to be technically proficient. Applications will be accepted until October 28, 2020 at 5:00 p.m.

8. Consent Items (FOR POSSIBLE ACTION)

Motion: Move to approve consent items 8.1 through 8.3 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.

8.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of September 25, 2020 through October 7, 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 September 25 through October 7, 2020.

8.2 Consideration, discussion and possible approval of the purchase of a Foxboro Application Servers and Workstations from Schneider Electric Inc. for the Truckee Meadows Water Reclamation Facility in the amount of \$149,895.00 with the City of Sparks share being \$47,022.06. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Treatment Plant Manager Michael Drinkwater requesting Council approval of purchase of a Foxboro Application Servers and Workstations from Schneider Electric Inc. for the Truckee Meadows Water Reclamation Facility in the amount of \$149,895.00 with the City of Sparks share being \$47,022.06. This server is the master server for the plant's computer control system and the key to the management of the treatment process. The current server is 6 years old and is no longer supported by the manufacturer. This project was anticipated to occur this year and was included in the FY 2021 TMWRF budget.

8.3 Consideration, discussion, and possible approval of Impact Fee Agreement No. 30 (AC-5705) with DR Horton, Inc to allow for participation and use of credits in Impact Fee Service Area No. 1. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Council approval of Impact Fee Agreement No. 30 (AC-5705) with DR Horton, Inc to allow for participation and use of credits in Impact Fee Service Area No. 1. An Impact Fee Agreement is a master agreement that allows developers to participate in the impact fee program. Upon approval, DR Horton, Inc. will be eligible to receive impact fee credits for construction of Capital Improvements within Impact Fee Service Area #1.

9. General Business

9.1 Consideration, discussion, and possible approval of the Mayor's appointment to the Sparks Planning Commission from the following pool of applicants, listed in alphabetical order: Clara Andriola, Richard Arredondo-Ortiz, Candace Beck, Marilyn Kramer, Kelli Luchetti, Jim Morman, John Novak, Reid Petersen, Ricci Rodriquez-Elkins, William Steward, Alan Stirling, Joanne Tiernan, Kyle West. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council approval of the Mayor's recommendation to the Sparks Planning Commission for a partial term

ending December 31, 2023. The Sparks Planning Commission has one (1) vacancy for a partial term ending December 31, 2023. This appointment will fill the vacancy left by Dian VanderWell when she was appointed to City Council last month.

Motion: I move to appoint Kyle West to the Sparks Planning Commission, to complete a partial term ending December 31, 2023.
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.

9.2 Presentation, discussion, and possible approval of an employment agreement (AC-5706) with Chris Crawforth for the position of Chief of Police, effective November 9, 2020 with a yearly salary of \$199,056 plus benefits. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council approval of employment agreement (AC-5706) with Chris Crawforth for the position of Chief of Police, effective November 9, 2020. Police Chief Pete Krall recently retired creating a vacancy for Police Chief and City Manager Neil Krutz has selected Deputy Police Chris Crawforth for the position.

Mayor and Council gave praise to the choice of Mr. Crawforth to the position.

Motion: I move to approve the employment agreement (AC-5706) with Chris Crawforth for the position of Chief of Police, effective November 9, 2020 with a yearly salary of \$199,056 plus benefits.
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.

9.3 Presentation, discussion, and possible approval of an employment agreement (AC-5707) with Alyson L. McCormick for the position of Assistant City Manager, effective November 9, 2020, with a yearly salary of \$175,000 plus benefits. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz requesting Council approval of employment agreement (AC-5707) with Alyson L. McCormick for the position of Assistant City Manager, effective November 9, 2020. Ms. McCormick would join Assistant City Manager John Martini as the second Assistant City Manager and would lead the administrative services division, including Human Resources, City Clerk, Customer Services, and Community Relations.

Mayor and Council thanked City Manager Krutz for selecting Ms. McCormick and praised her past professionalism and work ethic.

Motion: I move to approve the employment agreement (AC-5707) with Alyson L. McCormick for the position of Assistant City Manager, effective November 9, 2020, with a yearly salary of \$175,000 plus benefits.

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.

9.4 Consideration and possible ratification of an agreement (AC-5709) for a grant award from the City of Sparks to the Food Bank of Northern Nevada in the amount of \$75,000. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager John Martini requesting Council ratification of agreement (AC-5709) for a grant award from the City of Sparks to the Food Bank of Northern Nevada in the amount of \$75,000. On July 27, 2020 the City Council provided direction to the City Manager for possible uses of CARES Act funding received by the City of that included general uses of the funds related to community assistance. Sparks received a request for a grant from the Food Bank of Northern Nevada to support their efforts in meeting the nutritional needs of residents facing food insecurity as a result of the COVID-19 pandemic. Because time is of the essence, the City Manager authorized the grant award on October 14, 2020 and this agenda item requests the City Council consider ratification of the City Manager's action and memorialize the agreement.

Council asked for details on the regional need for food assistance. Food Bank of Northern Nevada CEO Nicole Lamboli stated Covid-19 had a direct impact on people's need for food assistance. For FY20, the average monthly food assistance rose to 106,000 people from 91,000 the year before. In April 2020 alone, the food bank helped 128,000 people. This grant will help purchase food, repair equipment, and support labor.

Motion: I move to ratify agreement (AC- 5709) for a grant award from the City of Sparks to the Food Bank of Northern Nevada in the amount of \$75,000.

Moved by: Council Member Abbott

Seconded by: Council Member VanderWell

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 a professional services contract (AC-5708) for construction administration, testing, and inspection of the East Prater Way Storm Drain Project, with Atkins, in the amount of \$268,334. (FOR POSSIBLE ACTION)

An agenda item from Assistant City Manager John Martini and presented by Utility Manager Kevin Porter requesting Council approval of professional services contract (AC-5708) for construction administration, testing, and inspection of the East Prater Way Storm Drain Project. This project consists of constructing a 3,000 lineal foot 24-inch diameter force main and pump station to convey storm water from the vicinity of the East Prater Way and Vista Boulevard intersection to the North Truckee Drain. Specialized testing and inspection certifications are required for the personnel overseeing the construction of the force main and pump station. Because the City is unable to perform this type of testing and inspection internally, a proposal was solicited from the design firm, Atkins. In addition to testing and inspection, Atkins will provide construction administration support.

Motion: I move to approve the professional services contract (AC-5708) for construction administration, testing, and inspection of the East Prater Way Storm Drain Project, with Atkins, in the amount of \$268,334.

Moved by: Council Member Anderson

Seconded by: Council Member VanderWell

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

9.6 Consideration, discussion, and possible adoption of Resolution No 3367 supporting the acquisition of the Governor's Bowl Park in Reno, Nevada for an emergency homeless shelter site. (FOR POSSIBLE ACTION)

An agenda item from City Manager Neil Krutz and presented by Assistant Community Services Director Armando Ornelas requesting Council adoption of Resolution 3367 supporting the acquisition of the Governor's Bowl Park in Reno, Nevada for an emergency homeless shelter site. The region needs to move quickly to secure an alternative location for a new emergency homeless shelter site. The Community Homelessness Advisory Board (CHAB) previously expressed interest in acquiring the Governor's Bowl Park and on September 9, 2019 voted unanimously to request that local government staff formerly initiate acquisition discussions via a letter of interest to the Nevada Department of Transportation, which owns the property. This resolution provides a formal expression of City of Sparks support for acquiring the property for an emergency homeless shelter site.

Council asked what the timeline and cost for this shelter to be operational. City Manager Krutz stated the site and temporary structure will be purchased with CARES Act funds before the end of the year. Council expressed concern on how the shelter operations will be funded and operated after the end of the year. Mr. Krutz stated there is no definite answer at this time. The three local agencies have

discussed increasing case workers and looking into how to use budget money for this shelter. The majority of the funding will likely come from Washoe County, but there will be a lot more discussion between the agencies before the end of the year.

Motion: I move to adopt Resolution No. 3367 supporting the acquisition of the Governor's Bowl Park in Reno, Nevada for an emergency homeless shelter site.

Moved by: Council Member VanderWell

Seconded by: Council Member Dahir

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

No: None

Abstain: None

Vote: Motion passed unanimously, 5-0.

- 9.7 **First Reading of Bill 2778 amending Title 5, Section 5.80.010(E) of the Sparks Municipal Code to amend the definition of marijuana clarifying that hemp, as defined by federal and state law, is excluded from the definition of marijuana**
A first reading from City Clerk Lisa Hunderman of Bill 2778. Public Hearing for this item will be held at the regular City Council scheduled for Monday, November 9th, 2020 held virtually via ZOOM.

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

10.1 **PUBLIC HEARING, consideration, discussion, and possible approval of an order (E-895) vacating a portion of an existing twelve- foot wide pedestrian easement located within the Marina Village Planned Development.**

An agenda item from Assistant City Manager John Martini and presented by City Engineer Jon Ericson requesting Council approval of order (E-895) vacating a portion of an existing twelve- foot wide pedestrian easement located within the Marina Village Planned Development. On June 24, 2004, a parcel map was recorded that established a 12-foot wide pedestrian easement to allow access across private property in the northeast corner of the Sparks Marina located within the Marina Village Planned Development. In the summer of 2019, the Sparks Marina Path was relocated due to the expanded outdoor dining for the Sparks Water Bar and the pool deck at the Marina Waterfront. On June 22, 2020, the Sparks City Council adopted Resolution (R-3365) approving the sale of a city owned remnant parcel to LCG Waterfront. With the path relocation, a portion of the old pedestrian easement for the prior path alignment is no longer needed. To vacate an easement Nevada Revised Statute 278.480 requires City Council to find that the public will not be materially injured by vacating the easement to the abutting property owners.

Council expressed excitement for the project and asked what the developer has planned for the parcel to the right of the bar. LandCap Investment Partners Founder Jeff Holbrook stated they are conceptualizing a building with podium parking on bottom with residential apartments on top. Council thanked LandCap for the quality of their projects and asked when the Sparks Water Bar will open. Sparks Water Bar owner Tom Turner stated they are shooting to open before the end of the year.

Motion: I move to approve the order (E-895) vacating a portion of an existing twelve-foot wide pedestrian easement located within the Marina Village Planned Development.
Moved by: Council Member Anderson
Seconded by: Council Member Abbott
Yes: Council Members Abbott, VanderWell, Anderson, Bybee, Dahir
No: None
Abstain: None
Vote: Motion passed unanimously, 5-0.

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

City Manager Krutz stated the next Council meeting will have three presentations giving updates on CARES Act related funding projects in Sparks. There will be a special City Council meeting to canvass the election results on November 16th at 2:00pm as well.

Council spoke about the HOPE Team and thanked them for their assistance for unhoused individuals. Mayor and Council thanked City Manager Krutz and staff for helping Sparks get through the pandemic. Council also thanked the applicants for the Planning Commission and encouraged residents to apply for boards and commissions in order to be more involved in government. Council welcomed the new police chief and assistant city manager.

Mr. Krutz thanked Council for their kind words and support.

13. Adjournment

Council was adjourned at 3:08 p.m.

Ed Lawson, Mayor

ATTEST:

Lisa Hunderman, City Clerk

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