

**CITY OF ELKO**  
**REDEVELOPMENT AGENCY ADVISORY COUNCIL**  
**SPECIAL MEETING MINUTES**  
**6:00 P.M., P.D.S.T., MONDAY, SEPTEMBER 21, 2009**  
**FIRE STATION NO. 2, 725 RAILROAD STREET, ELKO, NEVADA**

**CALL TO ORDER**

The meeting was called to order by Lori Lynch, Acting Chairperson for the RDAAC.

**ROLL CALL**

Redevelopment Agency  
Advisory Council Present:

Tony Buettner, Lina Blohm,  
Lori Lynch, Morris Gallagher,  
Sonja Sibert (GBC ex-officio member)

Redevelopment Agency  
Advisory Council Absent:

Duane Jones,  
Steve Bowers (ECSD ex-officio member),  
Cathie Horn, (ECVA ex-officio member),  
ELKO COUNTY ex-officio member,  
ECEDA ex-officio member

City Staff Present:

Curtis Calder, City Manager  
Delmo Andreozzi, Assistant City Manager

**I. NEW BUSINESS**

**A. MISCELLANEOUS ITEMS, PETITIONS AND COMMUNICATIONS**

1. Review and consideration of the existing adopted Redevelopment Plan to consider possible amendments for future development projects including, but not limited to, design concepts and details, architectural improvements, traffic patterns, infrastructure and any other details that may be needed as reviewed, and matters related thereto. **ACTION ITEM. Any action would be in the form of a recommendation to the Redevelopment Agency.**

Redevelopment and Preliminary Plans were handed out to each voting member.

Ms. Lynch said thank you Mr. Andreozzi for these, and then noted this item comes up at every meeting and this is the number one priority for us to be able to move forward in a responsible manner and stay ahead of projects. I asked for copies for each of us so we have a place to start. We got this adopted without any real definitive design plans in order to move forward. History and many different design themes have been part of the discussions. How do we move forward?

Mrs. Blohm said we need to take this bite by bite so I'm not sure what kind of action to move forward.

Ms. Lynch noted we just need to start somewhere and if it's our responsibility to get input from the public then we need to do that. Maybe we can start with projects the City thinks they will be getting next year so we can review the Plan in relation to them.

Mrs. Blohm asked if it would be good to bring back the Task Matrix.

Mr. Buettner said it is important that we incorporate the vision the community has for the City. There is an easier way to go through this task than for us to tackle design elements. Just an idea but we can find out from the City's consultant for the Master Plan what they've done in the past that contained redevelopment. We also talked about the potential of using existing RDA funds for asking that consultant to further expand on this Plan. I think we should be studying the Plan and come up with ideas. The easier way would be to recommend to the City that the consultant be asked how the Redevelopment Plan will be incorporated into the Master Plan and the cost to further develop the Redevelopment Plan. Our studying of the current plan and any new ideas can be consolidated and then be presented to the City for a consultant to take into account.

Ms. Lynch asked Mr. Calder if the RDA will have an opportunity to sit down with the consultant for just RDA work once the City has hired them to do the update to the Master Plan. Maybe we should skip to agenda item 2 because there's a big misconception to what the Master Plan for the City does and how RDA is going to be incorporated in there. I think it needs to be completely understood that is going to be an option the way the RFQ has been worded and that is not the intent of what that is doing.

Mr. Calder said the consultant is going to be hired to update the Master Plan's Land Use Component, Streets and Highways Component, and Parks, Recreation and Open Space Component, and incorporate the appropriate correlation between the Master Plan and the Redevelopment Plan within which there are diverse arrangements for land uses. It is also envisioned the consultant may assist City Staff and the Arts and Culture Advisory Board in the development of a Public Arts and Cultural Plan. This portion of the project is considered an additive alternative and may or may not be included in the scope of work. That being said, once a consultant is selected we have to negotiate the final scope of work.

**\*\*Ms. Lynch moved discussion to item 2.**

**\*\*Mr. Buettner moved that the Redevelopment Agency Advisory Council make a concerted effort to study and become knowledgeable of the Redevelopment Plan and give sound advice to the City/RDA. Mr. Gallagher seconded the motion and the motion passed unanimously.**

2. Review and discussion of the existing Land Use Component, Parks, Recreation, Open Space Component and Streets and Highways Component of the Elko City Master Plan as proposed components for inclusion of redevelopment within the update to the Elko City Master Plan as identified in the SOQ and matters related thereto. **ACTION ITEM. Any action would be in the form of a recommendation to the Redevelopment Agency.**

Ms. Lynch noted she asked Mr. Andreozzi to find Carson City's Master Plan so we can see how the RDA is incorporated in a city's Master Plan and how limited it's included in it so it is completely understood that the City Master Plan is not the RDA Master Plan.

Mrs. Blohm said you're saying it's a very insignificant part of a Master Plan update.

Mr. Andreozzi noted the Redevelopment Plan is a stand alone plan. The Master Plan is a general guiding document. We had to have a Master Plan before we could have a Redevelopment Plan. The Master Plan currently does not refer to the Redevelopment Plan because it was adopted before the Redevelopment Plan was. Linking the two will strengthen redevelopment. He then overviewed Carson City's Master Plan and one of their Redevelopment Plans.

Mrs. Blohm said it's not going to define design strategies, but just as you are allowing Arts and Culture a little pot of money so the consultant will devote more time to that area. I think it's fair we can do the same.

Mr. Buettner said we're independently funded though so we can provide that.

Mrs. Blohm said exactly and our specificity can then come into our plan is just incorporating and relating to, I understand that.

Mr. Buettner said we're so early in the process that it'd be very easy to ask that design professional to provide an additive alternate for expanded services to further develop the RDA Plan. The one thing I saw in all of the Components that is missing is mentioning RDA. They are talking about things that are happening in the RDA district but they don't reference the RDA district Plan. As far as development of the Plan and ideas for elements to be included I think that is best left to the design professional that we hire to do that type of work. Areas of the Master Plan should be marked with a label that would indicate to the individual agencies within the City should review and take into consideration the section of the Redevelopment Plan when making decisions in regard to the project.

Mrs. Blohm said I see a huge contrast between Carson City's Plan and what we're doing because our RDA is all encompassing. We need a more in depth perspective than what Carson City did because our vision has to be more far reaching. We are dealing with such a variety of land uses within the RDA.

Ms. Lynch said the intent of the Master Plan is only to reference the Redevelopment Plan.

Mrs. Blohm said we're not a mirror image of Carson City. We can develop our own themes, ideas and our own way of dealing with the consultant for the Master Plan update. We have that flexibility. There's no Federal Law is there?

Mr. Calder said whoever we select for updating the Master Plan may not be who you want to start incorporating design guidelines, thematic ideas, etc. That could be a completely different project.

Mr. Buettner said that might be true. One thing I think should have been added to the SOQ is past experience with the integration of City Master Plans with an RDA Plan. This will be one of my recommended questions to ask during the interviews.

Mrs. Blohm asked isn't that fair?

Mr. Andreozzi said absolutely. We're trying to find the most qualified firm to meet our objectives. With the SOQ by design we weren't specific on how we expected them to tie the documents together. During the negotiation of developing the scope of work we expect them to help us.

Ms. Lynch said as far as the Master Plan.

There was comment indicating the two would be integrated.

Jacques Errecart said the firms that I talked to who put in for this is expecting to tell you how to go about integrating all these things and that planning for redevelopment is absolutely critical. If they're a really good firm they will probably tell you that you shouldn't separate them out the way it's written in the qualifications request. I think they're going to tell you that you need to be spending money on a Redevelopment Plan at the same time whether it's the same firm doing it or not. Some of the firms I looked at are huge firms and they're also going to be using consultants, and if they're qualified to do Master Plans then they're probably qualified to integrate someone specifically for Redevelopment.

Mr. Andreozzi said our Master Plan has action strategies as guidelines and who knows what the recommended actions will be. They may very well be specific with Redevelopment.

Mr. Buettner said I recommend we identify areas within the Master Plan components where we feel it would be beneficial to specifically mention consideration of the Redevelopment district in that particular task. We could be doing that while we're in the process of finding the design professional to work on the vision that we have for the City. That way when it's being developed we will be able to give you advice.

Mr. Calder said I think it's really important that everybody on this committee knows the Redevelopment Plan inside and out. It's even more important you know the Preliminary Plan inside and out because that consists of what the thematic design is as of right now. The RDA also needs to re-familiarize themselves with the details. This is a completely valid plan and what's not valid at this point is the Master Plan. We got this approved to capture tax increment so we didn't lose more increment. The Master Plan is about 12-15 years old. He then gave an example of the City of Elko buying land and how it's not addressed in the Master Plan and other possible projects that are not addressed. The Master Plan is critical and I know it is simplistic to say this but we have the Redevelopment Plan approved, we are o.k., we need to get the Master Plan ahead of it and get it approved. Once these are linked together you can go in and deal with the details of the Redevelopment Plan.

Mr. Buettner asked what do you want or need from us to help you accomplish your goals and objectives?

Mr. Calder said knowing the Redevelopment Plan including the Preliminary Plan inside and out is very critical. The Master Plan is under the purview of the Planning Commission. The conversations with the consultant need to occur so they understand where we are at and where we are going. If in fact we want to concurrently start working on some of these design elements. The RDA has to file a budget with the State and the budget is about \$88,500 as of year ending 2009. If you choose, you need to go to the RDA and tell them you would like to concurrently work on design guidelines at the same time as the Master Plan update.

Ms. Lynch noted item 1 is identifying what we have and realizing it's not complete yet and figuring out where we need to go first. We asked Staff to give us a list of upcoming projects so that we have an idea of where we need to start first.

Mrs. Blohm noted the Preliminary Plan does outline prioritized projects and maybe that's something to review to see if they still make sense.

Ms. Lynch noted this is identified as old town Elko but not having a design concept behind it. What other design concepts were submitted?

Mr. Errecart noted one of the major shortcomings of the Redevelopment Plan is it refers to the Preliminary Plan which is really sketchy. I discussed that with the last consultant and he said these are just concepts that have been collected to get this approved quickly. I had expressed this is inadequate to build from and he agreed. Any design professional is going to tell you just that. When it came up there was going to be the curb, gutter and sidewalk over by Roy's it is a good thing that people started to recognize that what happens on that side of Railroad Street affects what happens across the street from it. It resulted in a formal approval of a redesigned concept. That plan is not adequate to actually be doing physical design work on projects in the corridor. This should have been reworked prior to any additional work going on downtown. The charcoal sketches in the back aren't adequate design work.

Mr. Buettner said it would have been nice to have the ability to do this earlier on but we can't stop the City from moving forward and there was some effort given to that design. My impression was that Mr. Andreozzi was asking us to help him make the best guess of what might occur in that corridor so that he could make a decision on the design he was currently working on that had to get done.

Mr. Errecart said making our best guess is not responsible. It needs to be done by registered design professionals. The final thing is it is way past time for the RDA to start allocating some of those funds and doing it right away.

Ms. Lynch noted we may have an opportunity to get a lot of this done before next year's construction season. I don't think what we have available is going to get us close to a complete document so we need to identify priorities.

Mr. Buettner asked Mr. Errecart if he thought there was enough money in the pot right now to hire a design professional to get enough of the work done to incorporate it into the City Master Plan.

Mr. Errecart said I think there's enough to get a cohesive, conceptual, visionary form plus getting everyone involved more educated.

Mr. Gallagher noted our designer needs to be able to work with the Master Plan designer. We're building the house without the foundation. The Master Plan is the rough framework, the layout and infrastructure while the RDA Plan and the architects that we would engage would put the finishing touches.

Mrs. Blohm said some of the areas we're discussing are really confined such as the corridor as far as a general layout. We need to be able to give more detail if someone wants to do a project downtown.

Mr. Buettner noted the City should use the least expensive usable option when working downtown because we don't know what we want yet.

Mr. Gallagher gave an example of infrastructure being done properly in another community.

Mr. Andreozzi noted this is some of the oldest infrastructure in our community.

Mr. Gallagher said we need to utilize some of that heat and/or go green.

**\*\*Mr. Buettner made a motion for item 1 then returned to item 2\*\***

**\*\*Mr. Buettner moved that the Advisory Council take the time to go through the Master Plan components between now and the date of selection for the SOQ consultant, to identify areas that can be improved upon to include reference and the redevelopment district be taken into consideration when accomplishing that goal. Mrs. Blohm seconded the motion and the motion passed unanimously.**

The following discussion took place before the vote.

Ms. Lynch asked Mr. Errecart if this needs to be concurrent with if we decide to do an overlay and decide that there is a completely different concept for the corridor compared to the residential area and identifying those overlay areas that would be design concept different so they can be identified to be included in the Master Plan.

Mr. Errecart said they need to be integrated because what happens going down 5<sup>th</sup> Street is a Master Plan item, but the actual details of what happens on either side of the street is not.

Ms. Lynch asked don't the details need to be identified before so it's identified correctly in the Master Plan?

Mr. Errecart noted this is why you need a design professional on board with this because if you get someone that has a lot of experience in doing these things they're going to point you in the right direction. They are good at getting public input. When you see this starting to emerge you will see the tax increment potential instead of using the RDA money on infrastructure.

Mr. Buettner said we're trying to reach a deadline where the City is going to be sitting down with a selected professional and we want to make sure we're providing them with the advice they're asking of us which is guiding them in what we want to accomplish. He then gave a couple examples of where there should be some reference of RDA in the Master Plan components.

Mr. Calder noted it would be even more helpful if on item 3 that there be action taken to recommend to the RDA that you want to spend the money.

Ms. Lynch noted the budget was done based on what the City needs in the Master Plan and not what the RDA needs in the Master Plan. It will be referenced but that will not be the focus.

Mr. Calder gave an example of what would happen if the RDA Plan was done before the Master Plan referenced the RDA Plan.

Ms. Lynch said if we made the recommendation to RDA to spend the money couldn't you as an additive alternate adjust your selection process so you are hiring someone more educated in RDA.

Mr. Calder said I expect we'll be hiring someone who can handle all of it, but even if we couldn't there's no problem with asking the consultant to sub that out. We are talking about a professional services contract this isn't a bid for a public works project. The key thing is you, as an advisory committee, need to convince the RDA who has control of the money that is a good idea.

Mr. Gallagher asked how much the City has budgeted for the consultant.

Mr. Calder said about \$160,000 if you include the Arts and Culture component which might not happen. We thought that would be good to include because that might tie into some of the design guidelines down the road and might identify Elko's theme. It would be a great project of the RDA agreed it would be a good way to spend money to start whittling down some of these concepts.

3. Review and consideration of a proposal to the Redevelopment Agency for a request of funds to be spent for the implementation of the Redevelopment Plan, and matters related thereto. **ACTION ITEM. Any action would be in the form of a recommendation to the Redevelopment Agency.**

**\*\*Mrs. Blohm moved to recommend that the RDA consider the use of the tax increment funds to date for hiring a professional consultant for design concepts, etc. for the RDA Plan.**

The following discussion took place before a second.

Mrs. Blohm said I don't think a specific number needs to be out there. The firm has that expertise. Let's just see how much we can get.

Mr. Calder said they'll ask for the number. The RDA will probably authorize up to \$88,500 because that's what was in the account at the end of the year. That is a number we need to know so we can keep the project scope realistic.

Mrs. Blohm asked if she should identify an amount in her motion.

Mr. Buettner said no because part of the selection process may be that the City identifies that there is a potential for expanded services with a certain amount of dollars and find out what the selected folks are willing to do for that amount.

Mr. Calder said we'll pick one consultant that is best qualified and then negotiate with that consultant and if we can't come to a deal then we'll move on to the next consultant. I think we'll get a lot of bang for our buck given we have 25 consultants that are interested.

Mr. Gallagher asked if the list of firms will be published.

Mr. Andreozzi said it's available but we probably won't publish it.

Mrs. Blohm indicated she had already made a motion that we recommend that the RDA allow the use of the tax increment funds be paid toward the hiring of a professional consultant to further the Redevelopment Plan.

Ms. Lynch asked Mrs. Blohm if she'd like to clarify her motion to include that it will be an additive alternate to the SOQ because your motion just says at some point in time.

Mrs. Blohm said my understanding is the SOQ is already out.

Mr. Calder said we're not going to modify the SOQ but we if it is approved we can do it during the selection process. The scope of work has not been negotiated. This is an outline of what in general we are looking for. We need to have an actual professional services contract with

whatever consultant is selected and if the RDA has approved \$100,000, we are going to tie that to specific tasks with the consultant and deliverables we are looking for.

Mr. Andreozzi noted once a consultant is selected we can always come out with another SOQ specifically for the Redevelopment Plan.

Mr. Calder noted if the RDA wanted to piggy back funds it would go through the City Council process because they would be the ones selecting the consultant. When we have a contract it would identify the funds specifically so they would be working for the RDA.

**\*\*Mrs. Blohm modified her motion to include: for possible expansion of services on the professional services contract for the Master Plan update. Mr. Buettner seconded the motion and the motion passed unanimously.**

The following discussion took place before a second.

Mr. Buettner said we can come up with the exact wording for the recommendation later to present it to the RDA at the next meeting.

Mr. Andreozzi noted the next meeting is Tuesday and so it would have to be on the next regular meeting of October 8, 2009.

Ms. Lynch asked if that would still give them enough time to go through the components.

Mr. Calder said if you do it timely however the Planning Commission is not going to stop the train for you. The Planning Commission can certainly work towards the selection of a consultant. Their recommendation would still have to go to City Council. Ultimately you need to convince RDA to spend the money on planning rather than capital. They have it in their mind they want to save up for capital so that is something you as an advisory committee need to convince them it'll be less expensive to piggy back now than to do a stand alone contract later.

Ms. Lynch noted items 1 and 2 need to be continuous agenda items.

Mr. Buettner said everybody can write down their ideas before the next meeting and we can consolidate our recommendations during the September 30, 2009, meeting.

Mrs. Blohm said I would like an ongoing agenda item to be an update from the City as to new projects forthcoming such as the Roy's Market issue.

Mr. Andreozzi said I'm creating a spreadsheet to show all things taking place within the Redevelopment area.

Mr. Buettner asked if we could add an item to any future agendas for a summary report for any projects within the RDA district. It would be nice to know even if an individual is remodeling, etc. just so we know what's going on within the district. Another issue I'd like to address at the next meeting is the exact wording to present to RDA for expending funds. I'd like my contribution to this Council be that we deliver formal, collective, professional advice to RDA.

Mrs. Blohm said I find myself puzzled about procedure because RDA is new to me.

Mr. Buettner said all we're doing is advising the RDA.

Ms. Lynch said the motion will be different for every item depending on what it is. As far as this recommendation for funding, I would see that needing to be done in a letter format.

Mr. Buettner asked if the RDA will make that formal request to the City Council for expenditures.

Ms. Lynch noted we are making a formal recommendation to the RDA to spend those monies. The RDA is the governing body that will spend that money.

Mr. Calder said the only exception to that is in the event it's included it in the contract with the Planning Commission's recommendation.

Mr. Andreozzi said by virtue of the action you've taken tonight what happens is Staff will take that motion you made and forward an agenda item to the RDA.

Ms. Lynch said the request would be in a letter format attached to the agenda.

Mr. Calder said it would be nice in a letter format but it's not required.

Mr. Buettner said let's develop that formal recommendation as an agenda item at our September 30, 2009, meeting.

Mr. Calder said I wouldn't over complicate it. What you're trying to get through first is the concept of even spending \$1 on planning let alone \$88,000. I think they can be convinced. I think you can make great arguments.

Ms. Lynch noted I can put a letter together for the September 30, 2009, agenda for a starting discussion.

Mr. Andreozzi said when the RDA is considering that the Chairperson should be there as a spokesperson for the group. That doesn't mean everyone can't be there and add additional comment.

Mrs. Blohm noted the Chairperson should be present at all separate RDA meetings.

Mr. Buettner noted at all the meetings he'd attended in the past, he noticed all five members of the Advisory Council giving differing opinions to the RDA and it was counterproductive and ineffective.

Ms. Lynch noted the Advisory Council used to meet separately every month but once this was adopted there were always joint meetings. I recommend the Advisory Council meet the first whatever day of the month since the RDA meets the second Thursday of every month so if we have agenda items that need to be added we have enough time to do that.

Mr. Andreozzi said the Advisory Council has to meet monthly, but there's no minimum that the RDA has to meet so we can always set a special agenda for the RDA.

4. Review and consideration of establishing job responsibilities within the Advisory Council based on expertise and personal interest for the future growth of businesses within the redevelopment area, and matters related thereto. **ACTION ITEM.**

Ms. Lynch said I would like to explain where this item came from. Mr. Jones asked that this be placed on here because he feels very strongly about each person being identified on the Advisory Council as a specialist to different areas of knowledge.

**\*\*Mrs. Blohm moved to table the item to the September 30, 2009, meeting. Mr. Buettner seconded the motion and the motion passed unanimously.**

5. Other reports, discussion items and topics.

Mrs. Blohm asked if the Advisory Council needed to be present at the September 22, 2009, RDA meeting.

Mr. Andreozzi said the only thing they're really doing is finalizing the reduction of your membership to five members since John Rice had to leave early at the last meeting and they couldn't take action on it, and finalizing the revised Option B by Resolution.

## **II. PUBLIC COMMENT PERIOD.**

This agenda item is to provide time for the general public to address the Redevelopment Agency Advisory Council regarding items of concern not specifically listed on the agenda. Action cannot be taken at this time, but a matter can be set on the agenda for a future meeting, as appropriate.

**There were no public comments made at this time.**

## **III. ADJOURNMENT**

**There being no further business, the meeting was adjourned.**

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**Lori Lynch, Acting Chairperson  
Redevelopment Agency Advisory Council**