

**CITY COUNCIL MINUTES
REGULAR MEETING
January 4, 2011**

The Winnemucca City Council met in regular session on Tuesday, January 4, 2011 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Di An Putnam, Councilmen Richard Stone, Doug Cain, Joyce Sheen, Jim Billingsley and Paige Brooks. Staff present: City Manager Steve West, City Attorney Kent Maher and City Clerk Eddy Davis.

CALL TO ORDER:

Mayor Putnam called the meeting to order at 2:00 p.m.

APPROVAL OF MINUTES:

The December 14, 2010 regular City Council meeting minutes were presented for review and Councilman Cain moved for approval as submitted. Motion carried unanimously.

APPROVAL OF WARRANTS:

The warrants were presented for review and Councilman Cain moved for approval as submitted. Motion carried unanimously.

PROCLAMATIONS / EMPLOYEE AWARDS:

There were no proclamations or awards.

PUBLIC / PERSONAL COMMUNICATION / CORRESPONDENCE:

There were no public, personal communications or correspondence.

DISCUSSION / ACTION ON ITEMS OF BUSINESS & OTHER REPORTS:

BUSINESS IMPACT DETERMINATION

City Attorney Maher and the Council reviewed and discussed briefly the agenda items and the effect each item could potentially have on a "business" as the term is defined by statute. The Council agreed that no item on this agenda appears to impose a direct and significant economic burden on a business or appears to directly restrict the formation, operation or expansion of a business. Councilman Sheen moved to make a finding that no item on this agenda appears to impose a direct and significant economic burden on a business or appears to directly restrict the formation, operation or expansion of a business. Motion carried unanimously.

VARIANCE VW-10-17 / REDUCE FRONT AND SIDE YARD SETBACKS / WOLICKI

Betty Lawrence, Humboldt County Planning Department, said no comments were received from the neighboring property owners on the applicant request to replace an existing garage on the property with a new shop building. Staff recommends approval. Councilman Sheen moved to approve, based upon staff findings and recommendations, variance VW-10-17 to reduce the front yard setback from 20 feet to 0 feet and reduce the side yard setback from 5 feet to 0 feet in an R-1-6 (Single Family Residential-6,000 sq. ft. minimum lot size) zoning district located at 65 W. Pleasant Street, APN 016-033-10, as requested by Mike Wolicki. Motion carried unanimously. Resolution Number 2011-01.

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DEVELOPMENT STANDARDS WAIVER / STREET IMPROVEMENTS / KEENER

Property owner Jeremy Keener requested waiver of the requirement for curb and sidewalks along the south side of property located at 15 Paradise Avenue. The plan is to construct a dental office on the site and provide the required curbs and sidewalks on the north side (Paradise Avenue side) of the property. City Manager West said the language in the current ordinance requires that curbs and sidewalks must be installed on all adjacent streets for any new construction. In this case the owner is developing only the north portion of the property and the National Avenue improvements will be required in the future when the south end of the property is developed. Staff recommends approval of the waiver. Councilman Stone moved to approve the development standards waiver request, based on staff recommendation, to eliminate the requirement for curbs and sidewalks on the National Avenue side of the property located at 15 Paradise Avenue, APN 015-013-16, as requested by Jeremy M. Keener. Motion carried unanimously.

REDUCTION OF WORKFORCE / CITY CLERK'S OFFICE

Mayor Putnam reviewed a summary of the 45 full-time authorized staffing positions with the City. The annual budget preparation process is beginning and it includes review of staffing levels. City Manager West reported that the City is staffed appropriately, except for two potential areas. One more patrolman position may have to be added to the police department budget for the next fiscal year. It takes at least two years to fully train a new police department hire (including POST and FTO training). The situation has caused the police department to experience less than full staffing levels over the years, creating problems with the scheduling of vacations and overtime coverage. An evaluation of the City Hall staff determined that the duties of the water-sewer utility clerk can be absorbed by the remaining staff and, if the position is eliminated, there is an estimated annual savings to the budget of \$45,000. West said it is important to approach staffing issues on a pro-active basis, rather than to wait to react, which results in depletion of fund balances. The PERS benefit rates will be increasing by about three percent on July 1. General Fund revenues are quickly approaching the same level as expenditures. The City Clerk and City Manager Administrative Assistant have available time which could be used to work on the sewer-water utility functions. Over the last 25 years the City has eliminated an estimated 20 personnel and has done more with less, but even with the efficiency the City must remain cautious about the future of available revenues and the increase in expenses. Staff recommends that one position (Water-Sewer Utility Clerk) be eliminated and, if approved, the reduction be implemented immediately. Councilman Cain questioned if consideration of workforce reduction should remain on hold until it is known what the new Legislature will do to staff workload and budget. West said actions taken by the Legislature will deal primarily with sales tax revenue distributions and reallocation of State costs to local governments, which will potentially have a negative impact on the City budget, but will not impact City staff workload. Councilman Stone said discussions regarding staffing levels in the police department will be discussed during the upcoming budget cycle. City Clerk Davis noted he has the ability to assist with the office administrative duties, and does not believe there will be a decline in service to the public. Davis said between the City Clerk, Deputy City Clerk and City Manager Administrative Assistant the utility clerk work can be absorbed. Mayor Putnam said the workforce should be as efficient as it can be and, hopefully, the City will maintain economic balance by making the hard decisions today that will make the most of the tax revenue. Councilman Stone moved to approve the reduction in workforce by one (1) full time equivalent in the City Clerk's office. Motion carried unanimously.

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RECREATION VEHICLE SITING STANDARDS-COMPLIANCE CRITERIA

City Attorney Maher provided an example of an ordinance that separately addresses siting standards for recreational vehicles (RVs). Maher said that after discussing the various proposals for RV criteria in the current ordinance, it appears best to create a separate set of standards and clearly define the zone classification districts that will allow RVs. The example ordinance does include a provision which allows the Building Inspector to waive requirements and, after discussion, the Building Inspector is not in favor of having the ability to allow for staff level waivers. Maher advised that if waivers are authorized, the conditions for allowing waivers need to be specific to eliminate the potential for a challenge based on arbitrariness. The example ordinance specifically addresses siting standards related to RVs, rather than just redefining mobile home and mobile home park standards. Mayor Putnam agreed with Maher that a separate section is a cleaner way of establishing standards for RVs. Maher added that specific criteria needed to be established for RV siting standards, skirting, sewer hook-up, etc. Councilmen Cain and Brooks both agreed this was a good approach to this issue. Mayor Putnam directed staff to move forward with the City Attorney to develop the ordinance language that will specifically address RV siting standards.

PROPOSED IMPLEMENTATION OF SEWER BACK-UP POLICY AND PROCEDURE

Mayor Putnam suggested that some kind of mechanism, such as a brochure, could be provided to the public that will incorporate procedures and instructions the public could follow should they experience a sewer backup. The City of Elko has a brochure and has taken the matter one further step by providing monetary assistance. City Attorney Maher noted that the City has a \$1,000 insurance deductible that could be applied against a claim. City Manager West said he talked to the claims adjustor with the insurance pool who indicated that the City of Elko is the only entity that has a sewer back-up policy. West felt that financially assisting home owners with cleanup costs is the right thing to do provided it does not constitute an admission of fault and there is no assumption of liability. Nearly all sewer backups in the City are caused by dumping prohibited materials into the sewer system or planting trees near sewer mains. Mayor Putnam reiterated that the intention is to develop something that allows the City to assist if needed. Councilman Stone noted a great deal of money has been spent over the years to head off potential problems with the sewer system. West added that the City corrects sewer problems on a timely basis, including the completion of substantial slip-lining projects and main bypass construction projects, and purchased a top of the line flusher truck, and adheres to a very aggressive sewer maintenance program. Presently, the City is in the process of constructing the third sewer bypass for the Parkview subdivision on Mizpah Street. The Sewer fund (an enterprise fund) provides the funding for the projects. Councilman Sheen agreed that a policy will offer support for the community by providing assistance and directives on these types of issues. Maher added that under Nevada law there is no liability to the City for normal sewer backup events. Sheen asked if the policy will address flooding issues like the ones that occurred on Stuart Street. West said that the policy will not apply to storm flooding events. Mayor Putnam directed staff to work with the City Attorney in drafting a sewer backup policy.

STAFF / COUNCIL REPORTS

City Manager West reported that the proposed Mizpah sewer by-pass could cost as much as \$35,000. Two additional street lights will arrive soon and be installed. The LED lights are manufactured overseas and do not qualify for the "Buy America" requirement of the grant unless

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a waiver is granted. The induction-type lights are manufactured in the U.S. The high pressure sodium lights are already in use. There is a sizeable savings in power usage with either the LED or the induction lights. The project is moving forward. An 18-inch line water break occurred on Haskell Street the day before New Year's Eve, which is the third break experienced with this type of line. Valves were closed to isolate the break, and without the ability to isolate, the situation could have been a lot worse. The line should be repaired sometime next week.

Councilman Cain said an Airport subcommittee meeting will have to be rescheduled.

Councilman Sheen said she and Councilman Billingsley met with Hospital Administrator Jim Parrish. Parrish offered to report about the hospital to the Council on a regular basis. Sheen and Billingsley felt that a quarterly report would be a good idea.

Councilman Billingsley indicated that Parrish invited the Council to tour the Ambulance barn.

Councilman Brooks said the NNRC will meet January 11. Mayor Putnam said there were no updates regarding the WPD staff, some new training has occurred, work continues with staff regarding morale, a City officer transferred to the Sheriff's department, and two officers were hired by the WPD from the Sheriff's department. Brooks said the wrestling team came in seventh out of 101 teams.

Mayor Putnam said an email was received from State Representative Ira Hansen who has offered to meet with the City Council in the near future.

Mayor Putnam adjourned the meeting at 3:08 p.m. until the next scheduled regular meeting on January 18, 2011.

Respectfully submitted,

Eddy D. Davis
City Clerk

PASSED AND ADOPTED: January 18, 2011

VOTE OF COUNCIL:

AYES:	Councilmen	<u>Stone, Cain, Sheen, Billingsley, Brooks</u>
NAYS:	Councilmen	_____
NOT VOTING:	Councilman	_____
ABSENT:	Councilman	_____

APPROVED:

ATTEST:

Di An Putnam
Mayor

Eddy D. Davis
City Clerk