

**CITY COUNCIL MINUTES  
REGULAR MEETING  
APRIL 9, 2013**

The Winnemucca City Council met in regular session on Tuesday, April 9, 2013 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Di An Putnam, Councilmen Michael Owens, Doug Cain, Ken Tipton, Jim Billingsley and Paige Brooks. Staff present: City Manager Steve West, City Attorney Kent Maher and Administrative Assistant Lorrie Haaglund.

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

The March 19, 2013 minutes of the regular City Council meeting were presented for review and Councilman Cain moved for approval as presented. Motion carried unanimously.

The March 27, 2013 minutes of the special planning-budget session City Council meeting were presented for review and Councilman Cain moved for approval as presented. Motion carried unanimously.

**APPROVAL OF WARRANTS:**

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

**PROCLAMATIONS / EMPLOYEE AWARDS:**

Mayor Putnam presented four proclamations, as follows: 1) April 9, 2013 – National Service Day; 2) April 2013 – Child Abuse Prevention Month; 3) April 2013 – Sexual Assault Awareness Month; and, 4) April 21-27, 2013 – National Crime Victim’s Rights Week. Putnam stressed the importance of these events and affirmed the City commitment to the efforts in educating and giving back to the community.

Mayor Putnam recognized and thanked Officer Ed Holsclaw for his 10 years of service with the Police Department.

**PUBLIC / PERSONAL COMMUNICATION / CORRESPONDENCE:**

Terry Boyle, Winnemucca Inn owner, introduced Rob Saunders from Saunders Outdoor Advertising, who advised that Saunders owns 143 acres east of Winnemucca and if the City is interested at some point to do any type of community development on that end of town, Saunders is interested in opening up dialog with the City to discuss use of the property. Saunders is not necessarily interested in selling the property but would like to see the property developed into something that benefits the community, such as an 18-hole golf course. Mayor Putnam said it would be an ideal location to have something visual for travelers on the I-80 corridor, and that the Council has discussed different locations for a future 18-hole golf course. Saunders was thanked for the offer.

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**DISCUSSION / ACTION ON ITEMS OF BUSINESS & OTHER REPORTS:**

**BUSINESS IMPACT DETERMINATION**

After review and consideration of 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 Owens moved to make a finding that no item on the 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.

**TEMPORARY STREET CLOSURE REQUEST / HUMBOLDT COUNTY LIBRARY:**

Mayor Putnam said the Humboldt County Library will again host their long-time annual event for the opening ceremony of the Summer Reading Program. The street closure will better accommodate and maintain appropriate safety for the participants. Councilman Brooks moved to approve the request made by the Humboldt County Library to close Baud Street from Fifth Street to the Winnemucca Rural Firehouse for the opening of the Summer Reading Program on Friday June 7, 2013 from 8:00 a.m. to 3:00 p.m. Motion carried unanimously.

**TEMPORARY STREET CLOSURE REQUEST / WINNEMUCCA POLICE DEPARTMENT**

Mayor Putnam said the temporary street closure request is for the presentation of Every Fifteen Minute Youth Drinking and Driving Awareness Program. WPD Captain Dalley stated that this is a nationwide program. The road will be blocked to allow the landing of a helicopter. Councilman Brooks moved to approve the request to close Kluncy Canyon Road directly in front of Lowry High School for the Every Fifteen Minute Youth Drinking and Driving Awareness Program on Monday April 22, 2013 from 12:00 noon to 1:30 p.m. Motion carried unanimously.

**TEMPORARY STREET CLOSURE REQUEST / WINNEMUCCA BASQUE CLUB**

Councilman Brooks disclosed that she is a representative and member of the Basque Club and will be abstaining from the discussion and action on this matter and the next matter. Mayor Putnam reviewed the request to hold the Basque Parade June 8, 2013. Councilman Cain moved to approve the request made by the Winnemucca Basque Club, subject to Nevada Department of Transportation (NDOT) approval, to temporarily close Winnemucca Blvd. from the Model T Motel parking lot to Hurst Street (adjacent to the Verner Chiropractic office) on Saturday June 8, 2013 beginning at 11:00 a.m. for the Basque Parade. Motion carried unanimously with Councilman Brooks abstaining.

**TEMPORARY STREET CLOSURE REQUEST / WINNEMUCCA BASQUE CLUB**

Mayor Putnam reviewed the request for and the route of the Basque Festival 5K run. Councilman Brooks, representing the Winnemucca Basque Club, stated that signups will begin at 7:00 a.m. and the run will start at 8:00 a.m. Councilman Cain moved to approve the request made by the Winnemucca Basque Club to hold the Basque Festival 5K run on various streets between Haskell and Highland on Saturday June 8, 2013 from 7:00 a.m. to the end of the race. Motion carried unanimously with Councilman Brooks abstaining.

### **FARMER'S MARKET REQUEST / NIXON LAWN / WINNEMUCCA FARMER'S MARKET ASSOCIATION – WINNEMUCCA COMMUNITY GARDEN**

Mayor Putnam said a request was made to hold a farmer's market on the Nixon Lawn, but there is concern with the limited parking, which may be a safety concern for participants jay walking across Melarkey Street. Putnam suggested they may want to look at holding the event in the parking lot. Amanda Hoffer, Winnemucca Community Garden, stated that the Farmer's Market had been held in the past at the Community Garden and has been very successful. Hoffer felt moving downtown will make it more community oriented. Putnam said she still has reservations about participant safety. Councilman Cain agreed, stating the intersection is very busy. Councilman Owens suggested trying the parking lot for the first year to see what kind of reception results. Putnam said if the WCVA is not agreeable to allowing use of the parking lot, the Nixon Lawn will still be an option. Andrew Hart, Nevada Outdoor School and Farmer's Market, said holding the event on the Nixon Lawn will be more favorable for participants, particularly the elderly. Councilman Billingsley suggested trying the Nixon Lawn to see how the event works, because the lawn seems to be a better place to have it than the parking lot. Councilman Tipton asked how the planned Winnemucca Blvd. intersection construction will affect the event. Hoffer stated they will have a coordinator assigned to the event every week to assist people crossing the street. LeeAnn Morrell, Farmer's Market and Community Garden, said they want to hold it in one location so people will associate the Farmer's Market with the Nixon Lawn and not have to wonder where it is being held every week. Morrell believes using the lawn will result in a better turnout. Putnam agreed. Councilman Tipton moved to approve the request to use the Nixon Lawn for a Farmer's Market on Thursdays, beginning June 27 and continuing through October 3, 2013, from 4:00 p.m. to 7:30 p.m. as long as the event is coordinated with the WCVA calendar. Motion carried unanimously.

### **SUBDIVISION MAP REQUEST / FRONTIER VILLAGE UNIT 2 PLANNED DEVELOPMENT**

Alan Means, Frontier Development, reported he is ready to proceed with Phase 2A of the planned development, which is 24 single family lots that, when completed, will connect Marla Drive to Great Basin Drive. City Manager West stated that the planned development concept has already been approved in a master plan and each phase is submitted for approval as the developer moves forward. Councilman Brooks moved to approve the Phase 2A Planned Development as presented. Motion carried unanimously.

### **EASEMENT ABANDONMENT / RIM ROCK ROAD / EAST HORIZON HOLDINGS**

John Milton, Desert Mountain Surveying, representing East Horizon Holdings, stated that currently the proposed Rim Rock Road which is an 80 feet in width right-of-way only exists on the map and it is now proposed to have a 60 feet in width easement at that location. City Manager West stated that after staff reviewed the City street master plan, it appeared that requiring an arterial street (80 feet in width) at this location now does not make sense considering the slow City growth. Staff contacted the developer and suggested a standard collector street (60 feet in width), which will be better for drainage. The developer agreed, even though it will be an added expense for the developer because curbs, gutters and sidewalks must be installed. Staff recommends approval of the abandonment and allowing the smaller collector street. Mayor Putnam stated there will be no housing facing the street. Milton said this road will be the same width as Great Basin Drive. City Attorney Maher explained that the standard for abandonment is whether the public will be materially injured by the abandonment. Since there is no street and no public use of the property proposed to be abandoned, there can

be no injury. Councilman Cain moved to approve the easement abandonment of the easement described as Rim Rock Road. Motion carried unanimously.

### **PUBLIC HEARING / ORDINANCE ADOPTION / BILL NUMBER 03-13-2013 / CITY CLERK-CITY TREASURER OFFICES**

Mayor Putnam said the proposed ordinance provides a procedure for combining the City Clerk and City Treasurer offices and for separating the offices after they have been combined, which will give the City the ability to have both a City Clerk and a City Treasurer, or one person for both positions, whatever may be best suited for the City at that time. Councilman Owens asked that once the ordinance is passed, does the employment decision come back before the Council or will staff decide. City Attorney Maher said that the decision whether to combine or separate the positions will have to be made by the Council by resolution unanimously adopted. Putnam called for public comment. There was no public comment. Councilman Cain moved to adopt Ordinance 790. Motion carried unanimously.

### **HUMBOLDT GENERAL HOSPITAL / PROJECTS UPDATE**

Jim Parrish, Humboldt General Hospital CEO-Administrator, explained the Charity Care program which Humboldt General Hospital is now offering to patients. Parrish said it is a financial assistance program to help in the cases of no health insurance, or those not eligible for Medicaid, or those with high health insurance deductibles and co-pays, or any other circumstance that creates a financial hardship. Parrish explained the program only applies to services which are provided and billed by Humboldt General Hospital. The bill reduction assistance will be done on a sliding scale depending on income. The program is only available for Nevada residents. Parrish said they currently have five financial counselors and inpatients will automatically talk to a counselor and others will be referred through the business office. The Mayor and Council agreed the program appears to be a good benefit for the community. Parrish asked them to help pass the word along regarding the new program.

### **WINNEMUCCA FIRE DEPARTMENT / FIRE STATION UPDATE**

Don Smit, Project One, and Gordon Aloiau, Aloiau Architecture, presented the proposed floor plan for the new fire station. Smit said they completed the initial phase of the needs assessment questionnaire to prioritize the requirements of the new fire station. Councilman Billingsley asked if the members of the fire department were happy with the proposal. Smit answered yes. Smit estimates the project cost at \$1.8 million, and staying within the \$1.5 million budget will be difficult. He anticipated the project can be completed for \$1.6 million, but there are still some unknowns, such as the NDOT requirements on the Winnemucca Boulevard access. Mayor Putnam said this is a City building which represents taxpayer dollars and it should be something the public is going to be proud of. Councilman Tipton asked if the budget will need to be augmented for the additional \$100,000. City Manager West said the final budget can be modified. Fire Chief Olsen stated this is a great project and all the firemen are on board. Putnam stated this project is being approached as a 30 or 40 year solution for the City fire protection needs. Smit stated the floor plan includes two long parking bays which will hold larger ladder trucks. Councilman Owens said he did not want to move forward with the project and then have to come back and request more money. Councilman Brooks agreed. Smit said safeguards can be built into the design, such as additive or deductive alternates, which provides flexibility in the project cost. Staff was directed to proceed to work with Aloiau Architecture-Project One to develop a formal design proposal for consideration. The Council concurred.

## **POSITION AND SALARY RANGE SCHEDULE 2012-2013**

Mayor Putnam compared the current position/salary range schedule and the proposed position/salary range schedule and explained the new schedule is intended to place classified employees in more appropriate classifications. City Manager West explained the salaries of the top and bottom positions are not proposed to be changed, but the middle salaries will change. The proposed schedule will also provide for lead man positions, rather than the traditional foreman positions. One large salary position (the City Clerk/Treasurer) is proposed to be divided into two positions with lower ranges. West said staff felt the new salary range categories will assist the City in their succession planning. Putnam said with the new salary ranges comes more responsibility for the individuals in the positions. For example, the cemetery lead man will also have public building responsibilities. West said if the new position and salary range schedule is adopted, some job descriptions will be expanded and some job descriptions will be rewritten. Councilman Owens moved to approve the revised 2012-2013 salary range as presented. Motion carried unanimously.

## **MASTER PLAN DRAFT / PLANNING DEPARTMENT**

Betty Lawrence, Humboldt County Planning Department, explained the proposed master plan. In response to Councilman Owens question, Lawrence said she is not sure how many people actually read the master plan because it is available online without contacting the Planning Department. The population update and school count are probably what most people look at. City Manager West said the wording in the Water System, the Waste Water System and the Airport Board sections was updated. Mayor Putnam said the information included in the document is valuable for explaining about City planning. Lawrence said the Planning Department will try to keep on top of updating the master plan better than has been done in the past. Putnam and the Council thanked Lawrence and the Regional Planning Commission for their work in putting the Master Plan together.

## **STAFF / COUNCIL REPORTS**

City Manager West reported that the NDOT preliminary design team met this morning for the traffic signal at Haskell and Bridge, and they are ready to get started. The agreement has not yet been approved by the NDOT attorney. There are two expensive issues to be resolved, one being the overhead power line that runs down the southwest side of Bridge (which may have to be raised) and the inter-tie with the railroad. NDOT believes the more expensive inter-tie system may have to be used. West asked NDOT to provide specific findings and costs on the inter-tie. West stated he had received notification that NDOT is moving forward with their Transportation Enhancement grant program. It is the grant program the City applied for to fund the intersection improvement project. The focus with the NDOT grants is pedestrian safety. West is planning on submitting a grant for curbs, gutters and sidewalks on the south side of East Winnemucca Boulevard. Eddy Davis (former City Clerk/Treasurer) finished the tentative budget and it has been sent to the Department of Taxation. West thanked Davis for his assistance. West said he revised and distributed the City goal sheets and budget summary sheets. The Great Basin Drive agreement with New Frontier Development has been completed. The Airport water system final payment is in escrow. The Water Canyon Road preliminary plans were received and the project should be ready to go out to bid next month. The Museum Lane plans are completed. The Sonoma Ridge Project is under new ownership and appears to be moving forward, including the extension of Offenhauser Drive. The plans for the Schade subdivision were received. West reported he is still waiting for the survey of the sewer

interceptor project on Baud and Second Street and the New Frontier engineer is working on the East Winnemucca Boulevard sewer interceptor project.

Councilman Cain reported he attended the LEPC and Airport Board meetings. LEPC will hold another table top exercise at the Indoor Events Center. They are planning to bring a train in for a firefighting exercise.

Councilman Billingsley reported he attended the WCVA meeting. They are working on new lights for the sign on the west end of town. The original manufacturer is out of business, so they are looking for another different manufacturer.

Councilman Brooks reported the Yurt in Water Canyon will be coming down soon; the "Night at the Museum" fundraiser tickets are now on sale; and, she has NNRC tonight.

Mayor Putnam attended the Wal-Mart re-grand opening on Friday and also attended "AG in the Classroom". Staff will begin the interview process for City Treasurer in the near future.

**PUBLIC / PERSONAL COMMUNICATION / CORRESPONDENCE:**

There was no public / personal communication / correspondence.

The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

Lorrie Haaglund  
Administrative Assistant

**PASSED AND ADOPTED:** April 23, 2013

**VOTE OF COUNCIL:**

<b>AYES:</b>	<b>Councilmen</b>	<u>Cain, Owens, Tipton, Billingsley, Brooks</u>
<b>NAYS:</b>	<b>Councilmen</b>	_____
<b>NOT VOTING:</b>	<b>Councilman</b>	_____
<b>ABSENT:</b>	<b>Councilman</b>	_____

**APPROVED:**

**ATTEST:**

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Di An Putnam  
Mayor

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Lorrie Haaglund  
Administrative Assistant