

**CITY COUNCIL MINUTES
REGULAR MEETING
NOVEMBER 18, 2014**

The Winnemucca City Council met in regular session on Tuesday, November 18, 2014 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Di An Putnam, Councilmen Mike Owens, Doug Cain, Ken Tipton, Jim Billingsley, and Paige Brooks, and Councilman-elect Theresa Mavity. Staff present: City Manager Steve West, City Attorney Kent Maher and City Clerk Lorrie Haaglund.

CALL TO ORDER:

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

APPROVAL OF MINUTES:

The minutes of the November 6, 2014 regular City Council meeting were reviewed and Councilman Owens moved for approval as submitted. Motion carried unanimously.

APPROVAL OF WARRANTS:

The warrants were reviewed and Councilman Brooks moved for approval as submitted. Motion carried unanimously with Councilman Billingsley abstaining from voting on warrants for Jim Dandy Productions as he is the owner of the business.

PROCLAMATIONS / EMPLOYEE AWARDS:

Mayor Putnam presented a service award to outgoing Councilman Cain. The Mayor said it was with sadness and great respect that she presented the award for eight outstanding years of dedicated public service to the City. Putnam noted Cain acted as Mayor Pro-tem in Putnam's absence and that it was an honor to have him fill in for her. Putnam said the City is better off having had Cain on the Council. Cain remarked that he enjoyed his service and learned a great deal. The City Council members and staff thanked Cain for his service to the City and his part in accomplishing many projects that benefitted the entire community.

Mayor Putnam presented a 15-year employee service award to Police Department Sergeant Dave Garrison and commended him for his hard work and dedication to the City.

SWEARING IN OF ELECTED OFFICIALS:

Sixth Judicial District Court Judge Michael Montero performed the swearing in ceremony for re-elected Mayor Di An Putnam for a four-year term and Councilman Seat 4 representative Jim Billingsley for a four-year term, and newly elected Councilman Seat 2 representative Theresa Mavity for a four-year term.

PUBLIC / PERSONAL COMMUNICATION / CORRESPONDENCE:

There were no public or personal communications or correspondence.

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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 Tipton 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.

VARIANCE REQUEST WV-14-14 / INCREASE FENCE HEIGHT / TESLA MOTORS

Betty Lawrence, Planning Department, presented the variance request submitted on behalf of Tesla Motors Inc. to increase the maximum fence height from 6’ to 8’6” in the G-C zoning district to allow for the construction of screening around charging station cabinets at 1985 W Winnemucca Boulevard, Assessor’s parcel number 3638-31-128-002. Lawrence stated no comments have been received from the public. Kevin Provance on behalf of Tesla Motors said access to the charging area will be from Potato Road or West Winnemucca Boulevard through the Legends parking lot. There will be two dedicated stations (for Tesla cars only) and two enabled stations (for all electric cars). The stations are temporary parking spaces. A Tesla car takes 35-45 minutes for a full charge. Users will have a key fob that alerts them when the car is fully charged. Councilman Owens moved to approve the variance request based on staff findings and recommendation. Motion carried unanimously.

ORDINANCE INTRODUCTION / PROHIBIT MEDICAL MARIJUANA ESTABLISHMENTS

Mayor Putnam said the ordinance proposes to amend Winnemucca Municipal Code (WMC) Title 17 to prohibit medical marijuana establishments in any zoning district within the incorporated area of the City. There were no state applications for a marijuana dispensary in Winnemucca. Councilman Brooks moved to introduce Bill No. 11-18-2014 and set it for public hearing at the December 16, 2014 Council meeting. Motion carried unanimously.

BRIDGE STREET CLOSURE REQUEST / 2014 CHRISTMAS PARADE OF LIGHTS / CHAMBER OF COMMERCE

Debbie Stone, Humboldt Chamber of Commerce representative, said the Christmas Parade of Lights will be held December 6, 2014 beginning at 5:30 p.m. This year’s theme is “A Vintage Christmas, Celebrating 150 Years of Nevada.” Stone said the Chamber is requesting the street closure for downtown Bridge Street with the parade route beginning at Railroad Street and ending on Giroux Street. Stone said they are also requesting a 2 hour “no parking” restriction on downtown Bridge Street between 5:00 p.m. and 7:00 p.m. to make it a safer parade route. City Manager West stated it is difficult to get the public to comply with the no parking signs, but that Public Works will place no parking candles and signs along the route. Councilman Brooks moved to approve the Humboldt County Chamber of Commerce request to close Bridge Street between Railroad Street and Giroux Street for the annual Christmas Parade of Lights beginning at 5:30 p.m. Saturday, December 6, 2014. Motion carried unanimously with Councilman Mavity abstaining from voting because she is a member of the Humboldt Chamber of Commerce Board.

FUNDING REQUEST / 2015 HIGH SCHOOL DRUG FREE GRADUATION PARTY

Ann Drake, Kathy Brumm and Katy Schwartz, representatives of the 2015 Lowry Drug Free Graduation Committee, requested a donation to the annual High School Graduation Party. Drake said this is a parent sponsored event and all funding is through donations. The money is used for prizes and games. The event provides a safe and fun environment for the seniors. Mayor Putnam stated the FY 14/15 budget included \$2,500 for the event. Councilman Billingsley moved to approve the budgeted donation of \$2,500 for the 2015 Lowry High School Drug and Alcohol Free Graduation Party. Motion carried unanimously.

MUTUAL AID AGREEMENT / HOSPITAL DISTRICT EMS

Mayor Putnam stated there is an existing mutual aid agreement between the Winnemucca Volunteer Fire Department and the Hospital District EMS which needs to be renewed to allow for the formation of a hazardous material response team which will be recognized by the State Fire Marshall Office. Councilman Owens moved to approve the Mutual Aid Agreement and to direct the Mayor to sign the agreement for the City. Motion carried unanimously.

RATIFICATION OF RESOLUTION DECLAIRING SINGLE CANDIDATES AS ELECTED

Mayor Putnam stated the action from the last meeting to adopt the resolution declaring her and Councilman Billingsley elected as the Mayor and Council Seat 4 representative, respectively, needs to be ratified because the prior meeting agenda item was not specific about the action. Councilman Cain moved to ratify the adoption of the resolution declaring Di An Putnam and Jim Billingsley as the single candidates filed and elected for the City offices of Mayor and Council Seat 4, respectively. Motion carried unanimously.

FISCAL YEAR 2013-2014 AUDIT AND FINANCIAL REPORT

Andree Rose and Kim Plummer of Drake Rose and Associates, LLC presented the Fiscal Year 2013-2014 City audit and financial reports. Rose thanked the Mayor and Council for the opportunity to perform the audit as well as City staff members Jessie Lindsey, Linda Barton and Steve West. Cash and investments total as of June 30, 2014 was \$26,130,262. Cash was reduced from the prior year by 3 million dollars. Assets included the note receivable from New Vision Development as pay back on the extension of Great Basin Road. Capital assets increased by 5.7 million dollars. Total capital outlay was 6.6 million dollars and included purchases by the Recreation Department, Public Safety, the construction of the columbarium at the City Cemetery, the airport land acquisition and fencing project, the extension of Great Basin Drive and Offenhauser Drive, the Early Times Street transaction, the refurbishing of Water Canyon Road, and construction of the new fire station. Sewer projects included the Baud Street improvements, and the replacement of the Pavilion Street water main. Long term debt includes the special assessment district which has only two payments remaining to pay it in full. The largest source of revenue is from intergovernmental revenue. The City has approximately 5 million in revenues with the largest being from grants, consolidated taxes, grant tax and gaming licenses. Miscellaneous revenue totaled 1.2 million dollars and includes contributions (work done by someone else but it is categorized as a contribution to the City) related to capital improvements such as the Great Basin extension, Offenhauser and Early Times. 2013-2014 fiscal year saw an increase of \$250,000 in property tax revenue mainly due to centrally assessed taxes (i.e., power lines, railroad tracks and gas transmission pipelines). There was a reduction in the consolidated tax; mainly sales tax. The proprietary funds (Sewer and Water) saw a decrease of 1 million dollars mostly due to a reduction in water connection fees and a

number of repairs in the sewer and water funds. Rose stated that all ending fund balances were healthy. The City conformed to all significant statutory constraints on its financial administration during the year except as follows: 1) in the Culture and Recreation function of the Capital Improvement Fund, actual expenditures exceeded the budgeted appropriations by \$6,000, 2) in the Public Works function of the Capital Improvement Fund, actual expenditures exceeded budgeted appropriations in the amount of \$148,000 due to the construction of the fire station being completed ahead of schedule, 3) in the General Government function of the Unemployment Compensation Fund, actual expenditures exceeded budgeted appropriation by \$8,000; and, 4) in the Water Fund, the sum of the operating and non-operating expenses exceeded the budgeted appropriations in the amount of \$135,000 due to emergency repairs; all of which are apparent violations of NRS 354.262. The remedial plan of the City is to more closely monitor expenditures/expenses in 2014-15 to help prevent potential violations. Rose commented that the City uses the budget as a management tool and that is the way it should be. The Government Auditing Standards letter from Drake Rose and Associates was reviewed and Rose thanked the City for their cooperation during the audit process. Councilman Brooks moved to accept the fiscal year 2013-2014 audit and financial reports as submitted. Motion carried unanimously.

CITY PARKS AND RECREATION FEE SCHEDULE REVIEW

Mayor Putnam stated it has been three years since the City has had an increase in the recreation fee schedule. Putnam and City Manager West will meet with golf course representatives on Friday to discuss the fee schedule. Putnam stated they will present a package of suggested rates at the December City Council meeting.

STAFF-COUNCIL REPORTS

City Manager West reported there will be a joint meeting with the Humboldt County Commission on Monday, November 24 at 11:00 a.m. to participate in the Interstate 11 presentation from the NDOT and the Western Lithium project update which ties into the Tesla Motors project. The construction plans are currently being revised for the East Winnemucca Boulevard south-side project and should be resubmitted to NDOT for their approval next month. It is anticipated the bidding for the project will be early spring with construction to follow in early summer. The curb and storm drain plans for the East Winnemucca Boulevard north-side project are nearly completed and approved by the NDOT. The additional storm drain design work (for the section located north of Fairgrounds Road) has begun. The next meeting with property owners and NDOT will be on December 3. The storm drain work will begin this winter and the street construction work will begin early next spring. West is in receipt of the draft professional services agreement from Carollo Engineers for the sewage treatment plant design and it will be on the December agenda. Hunewill Construction is making good progress on the infrastructure work for the Recreation Complex Project. The contracts have been signed with NV Energy and Southwest Gas for their utility line extension/service work. The contract has been awarded on the landscaping/irrigation work and staff is working on the bid documents for the pre-fabricated restroom building. The ad will run in the next edition of the Humboldt Sun. The Community Improvement Group is moving forward with the fund drive for the new Recreation/Boys & Girls Club building and is researching available funding options to cover the annual maintenance costs. The Fire Station Project will be completed soon. Work on the Animal Control Center is progressing on schedule.

Councilman Owens attended the appreciation dinner hosted by Mayor Putnam and stated it was a great event.

Councilman Tipton attended the Paradise Valley Sonoma Conservation Meeting and the appreciation dinner.

Councilman Billingsley reported he will attend the WCVA meeting.

Councilman Brooks attended the Frontier Coalition meeting and will be attending the NNRC meeting.

Mayor Putnam reported that she had met with a representative of Senator Heller's office. They plan on coming to Winnemucca on a monthly basis and want to connect with different entities and set up a coalition. The selection of candidates for the County Administrator position has been narrowed to the top three candidates.

PUBLIC-PERSONAL COMMUNICATION-CORRESPONDENCE:

There were no public or personal communications or correspondence.

The meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Lorrie Haaglund
City Clerk

PASSED AND ADOPTED: December 16, 2014

VOTE OF COUNCIL:

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

APPROVED:

ATTEST:

Di An Putnam
Mayor

Lorrie Haaglund
City Clerk