

**CITY COUNCIL MINUTES  
REGULAR MEETING  
DECEMBER 15, 2020**

The Winnemucca City Council met in regular session on Tuesday, December 15, 2020, at 2:00 p.m. in the City Hall meeting room which had restricted public access due to the Nevada Executive Department Directives; the meeting was accessible via teleconference and videoconference. Present (at the meeting room): Mayor Richard Stone; Council members Mike Owens, Theresa Mavity, Vince Mendiola, Jim Billingsley and Pam Coats; City Manager/Engineer Alicia Heiser, Deputy City Clerk Ruth Fitzpatrick, City Attorney Kent Maher and Police Chief Dave Garrison.

**CALL TO ORDER:**

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

**PUBLIC COMMENT-PERSONAL COMMUNICATION-CORRESPONDENCE:**

There was no public comment, personal communication, or correspondence.

**MINUTES:**

The minutes for the November 13, 2020 City Council special meeting were reviewed and Council member Owens moved for approval as submitted. Motion carried unanimously with Council member Coats abstaining because she was not a Council member at the time of the meeting.

The minutes for the November 17, 2020 City Council regular meeting were reviewed and Council member Mavity moved for approval as submitted. Motion carried unanimously.

**WARRANTS-EXPENSES:**

The reports for payments of warrants and expenses were reviewed and Council member Mendiola moved for approval as submitted. Motion carried unanimously with Council member Billingsley abstaining from voting on the Jim Dandy Productions warrants because he is the owner of the business.

**PROCLAMATIONS-AWARDS-PRESENTATIONS:**

There were no proclamations or awards.

**BUSINESS ITEMS:**

**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 and Council member Mavity 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.

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### **RAILROAD SPRINGS PIPELINE PROJECT BID AWARD**

City Manager Heiser reported only one bid for the project was received, from Hunewill Construction in the sum of \$99,256.32, which is less than the engineer's estimate (\$182,000). The cost difference is primarily due to not having to pay prevailing wage, which adds approximately 40% to the cost of a project. The notice to proceed will not issue until the permits from NV Energy and NDEP are received.

Council member Owens moved to accept the bid from Hunewill Construction in the sum of \$99,256.32 for the Railroad Springs pipeline project. Motion carried unanimously.

### **NORTHEASTERN NEVADA REGIONAL DEVELOPMENT AUTHORITY (NNRDA) WITHDRAWAL LETTER**

City Manager Heiser said the City of Winnemucca and Humboldt County discussed forming a new development authority with the City of Lovelock and Pershing County at the October 5, 2020 joint city-county meeting, which requires ending the relationship with NNRDA. The City and County will remain with the NNRDA until June 30, 2021. The current NNRDA representative, Jan Morrison, will become a County employee effective January 1, 2021. The County intends to send NNRDA a letter notifying of the County withdrawal from NNRDA prior to the end of the year and asked the City to do the same.

Council member Mavity moved to authorize the Mayor to submit to NNRDA on behalf of the City a formal letter notifying of City withdrawal from NNRDA to be effective June 30, 2021. Motion carried unanimously.

### **PUBLIC HEARING-ORDINANCE ADOPTION / PROPOSAL TO INCREASE THE NUMBER OF CHILDREN ALLOWED IN HOME-BASED CHILD CARE FACILITIES**

City Manager Heiser explained that the operators of two local child care facilities requested that the WMC sections 17.44.050 and 17.48.050 be amended to allow the same number of children in home-based child care facilities as are allowed by state law and regulation, that is, up to six children in a family home child care facility (as defined by state law) and up to twelve children in a group home child care facility (as defined by state law). The current City code only allows four to six children in either type of facility with a special use permit.

Mayor Stone called for public comment. There were no comments.

Council member Billingsley moved to approve Ordinance 835 as presented. Motion carried unanimously.

### **PROPOSAL TO SELL OR LEASE CITY PROPERTY / SCOUT HUT**

City Manager Heiser advised that the Scout Hut property appraisal is complete and the next step is to make a determination that it is in the best interest of the City to sell or lease the property, which is located at the corner of Harmony and South Street (APNs 16-0046-07, 16-0046-08, 16-0046-09, and 16-0046-10). City Attorney Maher noted that the determination must be done by resolution and, if the proposed resolution which is in the meeting packet is approved, then the statutory sale procedure (as set out in the resolution) should be followed.

Council member Owens moved to make a determination that it is in the best interest of the City to sell or lease the Scout Hut property as explained and to adopt Resolution 2020-21 as presented. Motion carried unanimously.

### **PROPOSAL TO SELL CITY PROPERTIES / FRONTIER STREET-PAIUTE STREET**

City Manager Heiser explained that the appraisals for the two City-owned residential properties are complete and the next step is to make a determination that it is in the best interest of the City to sell the properties, which are located at 3266 Frontier Street (APN 16-0444-07) and 3326 Paiute Street (APN 16-0442-08). City Attorney Maher noted that the determination must be done by resolution and, if the proposed resolution which is in the meeting packet is approved, then the statutory sale procedure (as set out in the resolution) should be followed.

Council member Mendiola moved to make a determination that it is in the best interest of the City to sell the two residential properties as explained and to adopt Resolution 2020-22 as presented. Motion carried unanimously.

### **NEVADA NATIONAL GUARD ARMORY PROPERTY ACQUISITION**

City Manager Heiser noted there was discussion at the November 17, 2020 Council meeting about acquiring the Armory property at 735 W Fourth Street (APN 15-0321-21) in exchange for payment of the existing outstanding debt on the property which is approximately \$220,000, with the exact debt amount being determined when the property is acquired. Heiser explained that the City administration determined that the property has value to the City for use by the public works department and recommends that a letter of intent to acquire the property be submitted to the Nevada National Guard.

Council member Owens moved to authorize the Mayor to sign the proposed letter of intent to Nevada National Guard to acquire the Winnemucca Armory property at sum not to exceed \$220,000. Motion carried unanimously.

Councilmember Owens left the meeting at 2:27 pm.

### **PROFESSIONAL SERVICES FOR FY 2019-2020 AUDIT / DRAKE ROSE AND ASSOCIATES**

City Manager Heiser said the proposal to provide the fiscal year 2019-2020 financial administration audit services was approved earlier this year and there was not a formal engagement letter signed at the time. A letter of engagement is appropriate, even though the audit services have already been provided.

Council member Mendiola moved to approve the engagement letter of Drake Rose and Associates to provide the FY 2019-2020 financial administration audit services. Motion carried unanimously (Council member Owens was not present).

### **FY 2019-2020 FINANCIAL ADMINISTRATION AUDIT / DRAKE ROSE AND ASSOCIATES**

Andree Rose of Drake Rose and Associates presented the fiscal year 2019-2020 (FY 2020) audit and financial reports. The details of the audit are contained in the audit reports which are on file in the office of the City Clerk. The overall net position of the City showed an increase of about \$2.2 million, indicating a positive cash flow and a healthy position. The sewer and water activities realized a net increase of approximately \$1.1 million. A positive net change is a trend

that other mining communities are experiencing. Communities dependent on gaming and tourism did not fare as well. Rose explained that intergovernmental revenues represent 61% of the City income, property taxes represent 18%, licenses and permits represent 12% and all other revenue sources comprise the remaining 9% for governmental-type funds. For expenditures, public safety represents 46%, public works represents 33%, debt service represents 12% and other categories comprise the remaining 8%. General Fund revenues consist of 53% intergovernmental revenues, 23% property taxes, 12% miscellaneous, 7% license and permits and 5% other sources. General Fund expenditures consist of 59% public safety, 14% general government costs (payroll being the most significant), 14% for public works, 11% for debt service and 2% other expenditures. The General Fund balance has shown an increase from 2017 through 2020.

Rose referred to the financial statements notes and explained that the judicial function of the General Fund expenditures exceeded appropriations by \$706 which was due to an oversight related to the workers compensation expense. A significant deficiency was found in that internal controls were not in place for the conversion of the accounting system during fiscal year 2019, resulting in an overstatement of \$57,427 in accrued payroll liabilities and payroll expenditures-expenses at year end. The understanding of the new accounting system continues with oversight being performed to ensure transactions are recorded properly and review of transactions being done to ensure accurate reconciliation of account balances.

Council member Billingsley moved to accept fiscal year 2019-2020 audit and financial reports as submitted and explained. Motion carried unanimously (Council member Owens was not present).

### **CITY COUNCIL 2021 MEETING SCHEDULE**

City Manager Heiser explained that the 2021 City Council meeting calendar was prepared in accordance with the criteria set forth in proposed Ordinance 836 which is scheduled for hearing in January.

Council member Mavity moved to approve the 2021 City Council meeting calendar as presented. Motion carried unanimously (Council member Owens was not present).

### **ORDINANCE INTRODUCTION / PROPOSED CITY COUNCIL MEETING SCHEDULE**

Council member Mendiola moved to introduce and set for public hearing at the next available Council meeting an ordinance amending Title 2 of Winnemucca Municipal Code to establish the criteria for scheduling regular City Council meetings. Motion carried unanimously (Council member Owens was not present).

### **CORONAVIRUS RELIEF FUND EXPENDITURES**

City Manager Heiser reported that as of November 30, 2020, approximately \$577,000 of the City allocation has been spent. There will be some significant expenses due in December and it is anticipated there will approximately \$282,000 of the funds remaining at December 31. Some of the allocation may be re-directed to Humboldt County in an effort to keep the funds used locally.

No action was taken.

## **BODE HOWARD MEMORIAL POOL-AQUATIC CENTER**

City Manager Heiser is working on the feasibility study economic factors. Council member Coats said she had been approached by members of the public who are opposed to spending funds for a swimming pool due to the pandemic. Mayor Stone said that for the current facilities to remain in use, there will be continued expenditures and it appears that the best course of action is to address the swimming pool issues through the feasibility study which will provide information regarding various factors relevant to the decision of whether to proceed with a new facility or continue with the existing facilities.

No action was taken.

Council member Owens returned at 3:22 p.m.

## **STAFF-COUNCIL REPORTS**

City Manager Heiser reported: (i) the Railroad Spring pipeline project is moving forward, although the NV Energy and the NDEP permits have not been received; (ii) the final report from Farr West regarding Well #8 has not been received; (iii) no progress on the Alley/Sewer project; (iv) no progress on the West Side Curb and Gutter project; (v) the discussions on the transloading facility at the airport industrial park are continuing; (vi) the map to facilitate the Loon project area expansion was delivered today for recording; (vii) the BLM and Armstrong Consultants have agreed on the details for the BLM expansion at the airport; and, (viii) staff believes it is a good idea to finish Hardgrave Lane from the roundabout to Highland Drive.

Council member Owens attended the Airport Board meeting; creation of a business plan was discussed to improve the infrastructure at the airport. Owens attended the RTC meeting.

Council member Mavity reported that she met with a representative of the Community Garden and discussed their goals and future plans.

Council member Mendiola reported the HDA, NNRDA and Humboldt Foundation meetings were cancelled. Mendiola will attend the Boys & Girls Club meeting on Thursday. Mendiola received a complaint regarding the Larson property and its condition. City Manager Heiser said the building inspector will inspect the property.

Council member Billingsley attended the interviews for the Clerk/Treasurer candidates and will attend the WCVA tomorrow.

Council member Coats reported the Family Support Center closed their front lobby, but they are open to the public by appointment. The COVID vaccinations will be available on a tiered system with first responders and health care workers being the first to receive the vaccine.

City Attorney Maher explained the initial COVID vaccine consists of 280 doses which probably will not be enough to cover the hospital staff let alone any others included in the initial tier.

Police Chief Garrison reported: (i) two volunteer Chaplains were sworn in; (ii) site visits for the Lenslock camera system were considered and it is anticipated they will be placed at the Recreation Complex, Highland Park, City Park, the Skate Park, and the 200 and 300 blocks of Bridge Street; and, (iii) the K-9 handling officer and dog received their certifications.

Chad Peters, Recreation Director representative, reported that they are putting together a meeting schedule and shared calendar. Peters asked about possible cancellation of public events due to COVID-19 and the Governor's restrictions. City Manager Heiser said the plan is to move forward as usual, with the understanding that events may be cancelled depending on the restrictions then in place.

Mayor Stone reported: (i) meeting with Gini Cunningham to discuss the interest of her group in helping with the Community Garden project; (ii) John Millard will be appointed as the City Clerk/Treasurer and is scheduled to start on January 4, 2021; and, (iii) Wesley Harper from Nevada League of Cities requested that the City make compliance observations of businesses they frequent for compliance with Governor directives regarding the wearing of masks, correct signage, and so forth, with the understanding the observations are not enforcement they are only for reporting to the League of Cities and numbers are not associated with names.

**PUBLIC COMMENT:**

There was no public comment.

The meeting was adjourned at 4:04 p.m.

Respectfully submitted,

John Millard  
City Clerk

**PASSED AND ADOPTED:** February 2, 2021

**VOTE OF COUNCIL:**

**AYES:** Owens, Mavity, Mendiola, Billingsley, Coats

**NAYS:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Richard Stone  
Mayor

\_\_\_\_\_  
John Millard  
City Clerk