

**CITY COUNCIL MINUTES
REGULAR MEETING
DECEMBER 15, 2015**

The Winnemucca City Council met in regular session on Tuesday, December 15, 2015 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Di An Putnam and Councilmen Mike Owens, Theresa Mavity, Ken Tipton, Jim Billingsley and Paige Brooks. 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 17, 2015 regular City Council meeting were reviewed and Councilman Brooks moved for approval as submitted.

APPROVAL OF WARRANTS:

The warrants were reviewed and Councilman Mavity moved for approval as submitted. Motion carried unanimously. City Manager West noted the payment to the Winnemucca Boys & Girls Club in the amount of \$78,000 for the Lowry High School auditorium improvements is a progressive payment which is paid from the Nixon Hall fund and the City is monitoring the fund expenditures closely.

PROCLAMATIONS / EMPLOYEE AWARDS:

There were no proclamations or employee awards.

PUBLIC / PERSONAL COMMUNICATION / CORRESPONDENCE:

There were no public-personal communications or correspondence.

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 and Councilman Billingsley 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.

FUNDING REQUEST / ADA FACILITIES / HUMBOLDT COUNTY SHOOTING PARK

Kent Arrien, Humboldt County Shooting Park Project Coordinator, explained the Shooting Park has received a grant from NDOW (Nevada Division of Wildlife) for range improvements which requires a 25% match of the funds for the grant monies received, and they are seeking matching funds. The improvements to be made will be the addition of nine ADA parking areas and ADA specific ramps. Each new parking area will cost approximately \$1,000. Arrien asked the City to consider a \$1,000 donation. Councilman Mavity moved to approve the \$1,000 contribution to the Humboldt County Shooting Park for ADA improvements. Motion carried unanimously.

DIAGONAL PARKING REQUEST / IGLESIA EVANGELICA CRISTIANA ESPIRITUAL CHURCH / 122 E SIXTH STREET / APN 3638-29-112-004

Marcos Vazquez, Iglesia Evangelica Cristiana Espiritual Church representative, requested the approval of diagonal parking on the 100 block of East Sixth Street in order to provide more parking spaces. City Manager West said staff reviewed the request and feels the width of the street offers adequate room for diagonal parking and recommends the approval of diagonal parking on most of the block on the church side (missing the existing driveways), as well as in front of the vacant lot on the other side. Councilman Brooks moved to approve the request for diagonal parking on the 100 block of E. Sixth Street for the Iglesia Evangelica Cristiana Espiritual Church. Motion carried unanimously.

SAGE HEIGHTS SUBDIVISION VOLUNTARY ANNEXATION / ORDINANCE INTRODUCTION

Councilman Owens moved to introduce and set for public hearing at the January 5, 2016 City Council meeting an annexation ordinance for the fourteen Sage Heights Subdivision property owners who requested voluntary annexation of their properties. Motion carried unanimously.

RECREATION FEES INCREASES / ORDINANCE INTRODUCTION

Chad Peters, Boys & Girls Club of Winnemucca Executive Director, presented the proposed aquatic fees, pool rental fees and recreation center fees increases by telephone. City Manager West stated the golf green fees will increase in January 2016 and January 2017 as previously approved and there are no proposed additional fee increases for the golf cart storage or tournament fees. The golf committee recommended an increase of the golf cart trail fee from \$35 to \$60 per year. Councilman Billingsley moved to introduce the ordinance to increase the aquatic fees, pool rental fees, recreation center fees and the golf cart trail fee and set it for public hearing at the January 5, 2016 meeting. Motion carried unanimously.

WINNEMUCCA BOYS & GIRLS CLUB AGREEMENT

Mayor Putnam presented the proposed development and operational agreement with the Winnemucca Boys and Girls Club (WBGC) for the undeveloped portion of the recreation complex land that is to be conveyed from the City to WBGC. The agreement establishes the recreation complex maintenance cost responsibilities, formalizes the project's privacy fence obligation, and establishes the property value as well as the facility improvement master plan amendment procedure. The value of the City property is based upon comparable property sales data obtained from the Humboldt County Assessor, and is established at \$1.2 million. City Manager West stated basically WBGC will build it and the City will maintain it. Councilman Owens moved to accept the Recreation Complex property agreement between the City and the Winnemucca Boys and Girls Club as presented. Motion carried unanimously.

WARMOUTH SUBDIVISION SEWER FEES

City Manager West said the sewer use and connection fees for properties located in the Warmouth subdivision were set at a rate of 125% of the City fee rate until January 1, 2016; the date that the subdivision's 40 year USDA sewer loan was to be paid off. Even though the City paid the USDA loan early, there was agreement to assess no more than the 125% of the City sewer rates until the original loan payoff date. The Winnemucca Municipal Code established the City sewer use and connection fees for properties located outside of the City limits at a rate of 200% of the City fee rate. The 200% sewer rate for the Warmouth properties will increase the

monthly sewer bill from \$37.50 to \$79.40. West suggested the need to be consistent so that the Warmouth residents pay the same sewer rate as other county residents. City Attorney Maher stated because of the current USDA loan-grant that the City is preparing for the new wastewater sewer plant, the City may not be able to have different rates. Maher suggested the City wait and see what is required by the USDA loan-grant conditions. West stated the double charge for sewer outside of the City limits is an incentive to make people annex into the City just as Sage Heights recently did. West said it was sound advice to delay actions and see what the USDA will require. Mayor Putnam stated the City should notify the people that will be affected by the rate increase. West suggested an ad in the newspaper, or a mailer notice could be placed in the sewer bills. The Council was in agreement that a rate increase is needed, and that the residents need to be notified. Putnam suggested this item be postponed until there is additional information on the USDA loan-grant.

PROFESSIONAL SERVICES AGREEMENT AMENDMENT / STANTEC CONSULTING

Mayor Putnam stated the proposed amendment will result in a 68% increase from the original agreement with Stantec Consulting Services, Inc. to perform the required environmental assessment (EA) for the new wastewater treatment plant property. Ben Veach, P.E., Stantec Consulting Services Inc., explained there was an unclear understanding from the BLM of what was going to be required to write the EA. In the beginning, the BLM said they would do the baseline and the City would hire someone to write the EA. Over the last 18 months, BLM did not have the time for the baseline and Stantec is writing the entire EA. Veach stated that Stantec has had to request additional funds for several "out of scope" work items required by the BLM which Stantec had not anticipated. Veach stated they are over schedule partly due to the BLM not having a project manager to oversee the EA until recently. Stantec is proposing the scope of work amendment based on their current understanding of the BLM requirements and prior edits and review of EA sections. Stantec's cost estimate for this task is \$36,255. Stantec bills on a time and materials basis, so if less time is required to complete any of the items listed in the change order, the City will only be billed for the actual time spent. Councilman Owens moved to approve the professional services agreement amendment change order with Stantec Consulting Services Inc. in the amount of \$36,255 for additional environmental assessment and cultural resource survey work. Motion carried unanimously.

CITY INVESTMENT FUND MANAGER APPOINTMENT

Mayor Putnam stated the City Treasurer is requesting that Buckhead Investments be confirmed as the City's investment fund manager per the discussion at the last meeting. Councilman Brooks moved to confirm Buckhead Investment appointment as investment fund manager for the City. Motion carried unanimously.

LIABILITY-HEALTH INSURANCE AGENT APPOINTMENT

Mayor Putnam said A & H Insurance was selected as the new liability insurance agent for the City. Humboldt County and the Humboldt County School District also selected A & H Insurance as their health insurance agent. Putnam suggested the City appoint A & H as agent for both liability insurance and health insurance. Councilman Mavity moved to appoint A & H Insurance as the City liability and health insurance agent. Motion carried unanimously.

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CITY COUNCIL 2016 MEETING SCHEDULE

Mayor Putnam stated the City Council meeting schedule for the 2016 calendar year will have one meeting in July and one meeting in December. Meetings are scheduled on the first and third Tuesdays of the months with four Tuesdays and the second and fourth Tuesdays of the months with five Tuesdays. Councilman Owens moved to approve the 2016 City Council meeting schedule as presented. Motion carried unanimously.

STAFF-COUNCIL REPORTS

City Manager West reported he has been working on the USDA loan-grant application package for the sewer project, which requires substantial financial analysis reports. The City received the 90% construction plans for the project and is making the final changes. The sub contract bids opening has been moved from next week until after the holidays. The City hired an expert sewer plant operator to review the plans from an operational point of view and to eventually serve as the Grade 3 plant operator by contract.

Councilman Owens attended the Airport Board meeting last night. The Airport Capital Improvement Plan was approved for submittal to the FAA. City Manager West reported that a helicopter hangar is proposed to be constructed near the hospital helipad, which should eliminate the controversy about the helicopter landing at the airport. Mayor Putnam commended West for serving in the role of Airport Manager and for taking the heat during the controversial helicopter landing proposal. West stated it has been an uncomfortable situation for everyone, and has taken up a lot of staff time, including the preparation of responses to the two open meeting law complaints that have been filed with the Attorney General's Office.

Councilman Mavity took part along with Mayor Putnam and other Council members in the Chamber of Commerce Parade of Lights event.

Councilman Tipton attended the paradise Sonoma Conservation meeting.

Councilman Billingsley will attend the WCVA meeting tomorrow.

Mayor Putnam will write a letter on behalf of the Council regarding the unsatisfactory operation of the local post office, including the recent reduction of hours during the holiday season and the poor maintenance of the grounds.

PUBLIC-PERSONAL COMMUNICATION-CORRESPONDENCE:

There were no public or personal communications or correspondence.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Lorrie Haaglund
City Clerk

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