

**CITY COUNCIL MINUTES  
REGULAR MEETING  
NOVEMBER 8, 2016**

The Winnemucca City Council met in regular session on Tuesday, November 8, 2016 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Di An Putnam, Councilmen Theresa Mavity, Ken Tipton, Jim Billingsley and Paige Brooks. Absent: Councilman Mike Owens. Staff present: City Attorney Kent Maher, City Manager Steve West and City Clerk Lorrie Haaglund.

**CALL TO ORDER:**

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

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

Lewis Trout, representing the Senior Center Board of Directors, thanked Councilman Brooks for her participation in the candidate forum held at the Senior Center.

**MINUTES:**

The October 18, 2016 meeting minutes were reviewed and Councilman Brooks moved for approval as submitted. Councilman Tipton abstained as he was absent from the October 18, 2016 meeting. Motion carried unanimously.

**WARRANTS:**

The warrants were reviewed and Councilman Tipton moved for approval as submitted. Motion carried unanimously with Councilman Billingsley and Councilman Brooks abstaining from their respective travel reimbursement warrants.

**PROCLAMATIONS - AWARDS:**

Mayor Putnam presented a proclamation declaring November as "General Aviation Appreciation Month."

**BUSINESS ITEMS - 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.

**STREET CLOSURE REQUEST / WINNEMUCCA WHEELS EVENT**

Darrel Fields, WCVA Marketing & Events Coordinator, requested the temporary closure of Winnemucca Boulevard from east of the Melarkey Street Intersection to west of the Baud Street intersection on Saturday, July 22, 2017 from 8:00 a.m. to 5:00 p.m. for a car show. Fields said this event has a new board with new ideas. Mayor Putnam asked why they wanted the car show on Winnemucca Blvd. Fields said there is some nostalgia from when the car show was held on the boulevard and it is more visible. This requested closure area will accommodate 150

cars. Councilman Billingsley, chairman of the Winnemucca Wheels committee, said there are a lot of activities going on in front of the convention center. When the car show was held on Bridge Street the people were separated from the other events. The show will be visible to those driving down US 95 and it may persuade them to stop and enjoy Winnemucca. The west bound US 95 traffic will not be affected. Traffic going east will be detoured onto Fourth Street. Billingsley said they are encouraging all the businesses to be open; they really want to make this an event, not just a car show. David Lindeman and Brittany Barto, representatives of NDOT, said one concern is the parking spaces. Lindeman requested the committee make sure the merchants are okay with giving up parking spaces for the day. Lindeman said a traffic control plan will be required and he will work with City Manager West on the plan. Lindeman requested a public announcement be made ahead of time. Another concern is the traffic signals and how they are staged, which will be part of the traffic control plan. Lindeman said that how the cars enter and exit the closure area will also need to be addressed. Putnam asked if all the recommendations are followed, will NDOT support the event. Lindeman said yes, but an acceptable traffic control plan is needed prior to the permit being issued. City Manager West agreed to work on the traffic control issues with NDOT but reported that detouring highway traffic onto the narrower City streets is much more difficult than it used to be. Lindeman reminded Fields that they will need to provide proof of insurance for the event. Councilman Tipton moved to approve the request for temporary closure of Winnemucca Blvd. from Melarkey Street to Baud Street from 8 a.m. to 5 p.m. Saturday, July 22, 2017 for the Winnemucca Wheels Car Event and to direct staff to work out a traffic control plan with NDOT. Motion carried unanimously.

### **THIRD ANNUAL TURKEY RUN EVENT REQUEST / YOUNG LIFE**

Lori Timko, Young Life representative, presented a request to hold the third annual Young Life Turkey Run on Saturday, November 12, 2015. The run will begin at the Fitness Zone and proceed to Anderson, Potato Road, Construction Way, back to Fountain Way to Winnemucca Blvd. (staying on the sidewalk) to Fourth Street ending at the Fitness Zone. The run will not be crossing any main streets. Councilman Brooks suggested that Timko place the event on the Convention Center's community calendar and provide the Police Department with a route map prior to the date of the run. Councilman Mavity moved to approve the Young Life Turkey Run to be held on Saturday, November 12, 2015. Motion carried unanimously.

### **WATER-SEWER WILL-SERVE REQUEST / UTILITY FEE PAYMENT DEFERMENT REQUEST / FAIRFILED INN**

Scott Nadal, Sierra Hospitality, Inc., requested a will-serve commitment to serve the proposed Fairfield Inn hotel with City water and sewer and also requested a deferment on the water and sewer connection fee payment until a certificate of occupancy is issued for the project. City Manager West said the Council has approved deferred payments on previous large building projects, allowing them to pay the connection fees prior to issuance of the building's certificate of occupancy. The connection fees on this project will be over \$300,000. Staff recommends that the Council approve the request since the hotel's use of the utility systems will not begin until the building is actually occupied. Councilman Brooks moved to authorize the will serve request. Motion carried unanimously. Councilman Brooks moved to approve the request for deferment of utility system obligation fees until issuance of the certificate of occupancy for the Fairfield Inn facility located at E. Winnemucca Blvd with payment of the fees required prior to the issuance of the building's certificate of occupancy. Motion carried unanimously.

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### **SPORTS COMPLEX CONCESSIONAIRE CONTRACT AMENDMENT REQUEST / WRIGHT**

City Manager West presented the request from Brenda Wright of The Wright Foods LLC for reduced contract payments to the City. West explained the number of events, teams and players using the sports complex has dropped off about 40% over the past couple of years. West stated Wright provided copies of her Nevada sales tax forms for the months of May through August for 2015 and 2016 to show the difference in income for the two years which reflects the 40% decrease in revenue. Staff recommends that the annual concession stand payments be reduced by 40% from \$6,000 to \$3,600. Councilman Mavity moved to approve the decrease contract payments and direct the City Attorney to prepare an amendment to the Concession Stand Winnemucca Sports Complex Agreement to reflect this change. Motion carried unanimously.

### **FISCAL YEAR 2015-2016 AUDIT AND FINANCIAL REPORT**

Andrea Rose and Kim Plummer of Drake Rose and Associates, LLC presented the fiscal year 2015-2016 ("FY 2016") 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. The assets of the City exceeded liabilities at the close of the most recent fiscal year by \$53,640,845. At the close of business of the current fiscal year, the unassigned portion of the General Fund balance was \$6,102,494 or 84% of total General Fund expenditures. This compares with the prior fiscal year balance of \$6,418,202 or 90% of the total General Fund expenditures. Over time net position can be a useful indicator of financial condition. The net position of the government funds decreased by 4.3%; the net position of the business-type activities increased by 4.22%. General revenues fell by \$366,457 with the most significant portion consisting of a decrease in the consolidated tax distribution of \$494,058 and with an offset in property tax revenue of \$110,962. Total expenses increased by \$2,532,724 over the 2014-15 fiscal year, with the most significant change being an increase in expenses of \$1,0153,513 in the public safety function. This was mostly the result of the completion of the animal control shelter and the firehouse. The public works function increased by \$821,858, mostly due to the completion of Museum Way, the East Winnemucca Blvd. curb and gutter project, the donation of \$526,988 to the Boys and Girls Club and the completion of Phase I of the Boys and Girls Club complex. Public Works also completed the Smart Meter replacement project ahead of schedule which reduced the ending water fund cash balance to \$861,551. Future water revenues will bring this balance back up in a timely manner. The City secured financing and began construction on the Sewer plant in FY2017. The City will be taking on debt of approximately \$18 million dollars in FY2017. The City prepared for this debt by increasing sewer rates over the past two fiscal years, ultimately saving money on loan and bonding fees. The City continues to anticipate an increase in expenditures for the governmental and business-type activities of the City. The price of gold stabilized during the last fiscal year which should help to stabilize the local economy. Fees collected for water and sewer service will continue to generate healthy revenue for the enterprise funds. The City continues to be concerned over the continued decline in consolidated tax revenue (CTX) which is comprised mostly of state sales tax revenues, which are the largest single source of revenue for the General Fund. The City of Winnemucca will continue to approach spending in a conservative manner. The City had no outstanding debt for governmental activities as of June 30, 2016 as the debt for Assessment District 17 was paid in full in May 2016. The remaining debt fund balance of \$164,699 was transferred to the general fund per Council action. The Mayor and Council thanked Drake Rose and Associates for their continued hard work and financial reports submitted. Councilman Tipton moved to accept the fiscal year 2015-2016 audit and financial reports as submitted. Motion carried unanimously.

## **FY 16/17 UNANTICIPATED BUDGET EXPENDITUES**

City Manager West stated the City experienced an unusual number of unanticipated expenditures this fiscal year which were listed in the meeting report, as follows: General Fund 1) centennial materials (booklets, coins, events etc): \$22,000 (the City anticipates recouping some of this expense with the sale of the booklets and coins through the Chamber); 2) police station HVAC for the last swat bay: \$10,000; 3) old Fire Station exterior maintenance stucco and paint: \$50,000; 4) carriage light retrofit #3: \$34,000; and, 5) BLM dispatch center HVAC \$15,000. West said there is another general fund project for the golf cart path paving project which was budgeted at \$28,000, but in order to complete the hole #4 cart path, an additional \$10,000 will be required. If the extra work is authorized, there will be less than \$20,000 to finish the project next year. The May estimate of the General Fund ending balance was projected at \$6.4M, and the audit indicated a balance of \$6.8M, or \$400,000 more than anticipated. Adding all of the proposed expenditures including the \$10,000 for cart paths, will be less than \$150,000. Therefore, it will not have a substantial impact on the ending fund balance to do the projects now instead of next year. There are capital improvement projects for the Cemetery expansion grading at \$25,000 and West Railroad Street lighting at \$10,000. The last unbudgeted expenditure was the purchase of an excavator for \$19,800, which was split between the water and sewer funds. West noted that the expenditures will require all of the General Fund contingency. Councilman Billingsley moved to authorize the expenditures from the Contingency Fund as explained by the City Manager. Motion carried unanimously.

## **STAFF-COUNCIL REPORTS**

City Manager West said the sod in the Winnemucca Blvd. and Fourth Street islands will be removed this week and will be replaced by decorative concrete. The pipeline construction for the sewage treatment plant will begin tomorrow. The pumping station foundation construction will begin soon. The rapid infiltration basins construction is well under way; everything is on schedule. West thanked Dana Toth (Museum) and Michelle Urain (WCVA) for their help on the centennial brochure. West reported on his participation with the Humboldt River Working Group, which consists of water users along the Humboldt River that the State Engineer has brought together in order to discuss the ground water use adjacent to the river and how it is affecting the river flow. It will be extremely difficult to find mutually acceptable solutions but a detailed water basin study is underway to provide technical data to assist the Group.

Councilman Mavity attended the Chamber lunch today, where Dana Toth presented a power point presentation on the "Walking Tour" of Winnemucca phone app.

Councilman Tipton attended the Paradise Valley Conservation District meeting. Tipton reported that the Western States Ranch Hand Rodeo finals were a big success.

Councilman Billingsley appreciates the council approving the street closures for the Winnemucca Wheels event. Billingsley will chair the event and will keep the Council updated. They will incorporate "Winnemucca 100 Years" in their logo this year to be part of this celebration.

Councilman Brooks attended the Landfill Committee meeting. Brooks suggested planting mums in the flower pots on Bridge Street as they are hardy and return every year.

Chad Peters, Executive Director of the Winnemucca Boys and Girls Club, talked about RV's camping at the Sports Complex during events becoming a problem. Peters said the City may want to think about charging a fee or prohibiting camping altogether. Some of those camping

