

**CITY COUNCIL MINUTES  
REGULAR MEETING  
MAY 9, 2017**

The Winnemucca City Council met in regular session on Tuesday May 9, 2017 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Di An Putnam, Councilmen Mike Owens, Theresa Mavity, Vince Mendiola, Jim Billingsley and Paige Brooks. 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:**

There were no public comments, personal communications or correspondence.

**MEETING MINUTES:**

The April 18, 2017 regular City Council meeting minutes were reviewed and Councilman Brooks moved for approval as submitted. Motion carried unanimously with Councilman Owens abstaining as he was absent from the meeting.

**WARRANTS-EXPENSES:**

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

**PROCLAMATION-AWARDS:**

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 Councilman Owens 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 / "EVERY 15 MINUTES" PROGRAM**

Debbie Whittaker, Humboldt General Hospital EMS representative, requested closure of Great Basin Avenue adjacent to Lowry High School on May 22, 2017 beginning at 9:00 a.m. to hold the "Every 15 Minute" drinking and driving prevention program for high school junior and senior students. Councilman Brooks moved to approve closure of a portion of Great Basin Avenue as requested for the "Every Fifteen Minute" Youth Drinking and Driving Awareness Program. Motion carried unanimously.

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

Councilman Brooks said she is a representative and member of the Basque Club and will be abstaining from the discussion and action on this matter. This is the annual request for the

temporary street closure to hold the Basque Club parade on June 10, 2017 beginning at 11:00 a.m. Councilman Billingsley moved to approve the Winnemucca Basque Club request as presented, subject to Nevada Department of Transportation approval and Winnemucca Police Department notice. Motion carried unanimously with Councilman Brooks abstaining.

### **STREET CLOSURE REQUEST / WINNEMUCCA “CRUISE NIGHTS” EVENTS**

Mayor Putnam presented the Winnemucca Cruise Nights request for temporary street closure of Bridge Street from Second Street to Fourth Street from 6:00 p.m. to 9:30 p.m. on Thursday May 18, 2017, Thursday June 15, 2017, Thursday July 20, 2016 and Thursday August 17, 2017. The Wild Bunch Motorcycle Club, the Koyote Kruisers, the Northern Nevada Camaro Club and the Winnemucca Fuelers Club will take turns hosting the event, which provides a diversity that made the event successful in the past. Councilman Brooks moved to approve the temporary street closures as requested for Winnemucca Cruise Nights. Motion carried unanimously.

### **PRELIMINARY SUBDIVISION MAP / FRONTIER VILLAGE UNITS 3, 4A AND 4B**

Betty Lawrence, Planning Department, commented that this preliminary subdivision map came before Council three or four years ago and the final map was never filed. The lots are located between Branding Iron Way, Foothill Drive, Western Way and Marla Drive. The developer is proposing construction of duplexes. Mayor Putnam noted the map is nearly identical to the prior map with only minor changes. Councilman Owens moved to approve the preliminary subdivision map for Frontier Village Units 3, 4A and 4B as presented. Motion carried unanimously.

### **VARIANCE VW-17-01 / REDUCE FRONT YARD SETBACK**

Betty Lawrence, Planning Department, presented a request for a variance submitted by Leticia Mendoza to reduce the front yard setback from twenty (20) feet to five (5) feet to allow for construction of a carport at 4130 Fannie Lane, APN 16-0542-01. The City previously approved a setback variance but the owner needs to modify the setback from the original proposal. Councilman Owens moved to approve the requested variance based on staff findings and recommendations. Motion carried unanimously.

### **STREET CLOSURE REQUEST / FORMER SAGE THEATER BUILDING DEMOLITION**

Property owner Leo Harrer requested temporary closure of Bridge Street from Second Street to Winnemucca Blvd for the demolition of the fire destroyed former Sage Theater building at 245 S Bridge Street on Monday May 22, 2017. The two businesses located adjacent to the property are closed on Mondays. The demolition crane will be located directly in front of the burned building. Mayor Putnam requested that Harrer contact Tapestry Clothing in case there may be a dust issue. Tapestry sustained smoke damage in the original fire and the owners of the business were not contacted in a timely manner. Harrer stated there would be a water truck on site to keep the dust down but he will contact Tapestry and other businesses in the immediate area of the demolition. Councilman Mavity suggested also contacting the Chamber of Commerce and the WCVA as parking may be limited due to the street closure. Councilman Mendiola moved to approve the closure of Bridge Street from Second Street to Winnemucca Blvd. as requested. Motion carried unanimously.

### **ORDINANCE PUBLIC HEARING / WMC 13.04 AMENDMENT / SEWER USE FEES**

Mayor Putnam said the proposed ordinance will increase only the sewer use fee based on water use and will establish a fee for acceptance of “wastewater effluent.” The amendment removes the suggested limitation of the water use fee only applying to non-profit organizations and provides a minimum fee based on a sewer unit unless a higher fee based on water use applies

as suggested by the City Attorney. Putnam called for public comment. Ken Hladek, representing Winnemucca Christian Fellowship, commented that the church has very little water use in the winter. They irrigate in the summer months increasing their water usage and they do not want to pay the higher water use fee. Hladek suggested the Council look at establishing a base rate. Putnam pointed out that the ordinance has two base rates: one based on the sewer units (with the minimum fee equal to the residential fee), or one based on the total volume of water used. The user can decide what is best for them. Councilman Mendiola moved to approve the amendment to Winnemucca Municipal Code (WMC) Chapter 13.04 providing a definition for wastewater effluent; providing for an increase in the basic fee assessed sewer users based on water use; providing an increase for the minimum fee and the per gallon fee assessed for acceptance of wastewater effluent; and, providing other matters properly related thereto. Motion carried unanimously.

#### **ORDINANCE PUBLIC HEARING / WMC 13.08 AMENDMENT / WATER SERVICE DEPOSIT FEE**

Mayor Putnam explained the amendment proposes to increase the minimum water service deposit fee from thirty five dollars (\$35) to fifty dollars (\$50) for new water service customers. Mayor Putnam called for public comment. There was no public comment. Councilman Owens moved to approve the increase in the waster service deposit fee from thirty five dollars (\$35) to fifty dollars (\$50) for new water service customers. Motion carried unanimously.

#### **STREET CLOSURE REQUEST / FOOTHILL DR. FROM WATER CANYON TO MT. TOBIN / BLOCK PARTY**

Charles Mason requested a street closure of Foothill Drive from Water Canyon Road to Mt. Tobin on June 17, 2017 to hold a block party with a barbeque, music, games and contests. Mason said the neighbors contacted so far are all good with it, and he will contact all neighbors affected. Mayor Putnam felt it is good for neighbors to get together, but questioned the request for the overnight closure. Putnam suggested for safety purposes the street should not be left closed and should be reopened by 10:00 p.m. Mason agreed. City Manager West said the Public Works Department will provide cones and signs but that it will be Mason's responsibility to put them out at the beginning of the event and to remove them when it ends. Councilman Mavity moved to approve the temporary street closure of one block of Foothill Drive from Water Canyon Road to Mt. Tobin for a block party on June 17, 2017 beginning at 10:00 a.m. and ending at 10:00 p.m. Motion carried unanimously.

#### **FIRST STREET WATER-SEWER PROJECT BID AWARD**

Mayor Putnam said only one bid on the First Street Water and Sewer Main Project was received from Hunewill Construction in the amount of \$711,682.15, which is less than the engineer's estimate of \$753,399. Putnam commented that the bid contains other potential costs that may or may not occur: curb and gutter replacement for \$39,200, over-excavation and backfill for \$69,350, and trench de-watering for \$80,480. City Manager West said the project more than likely will not begin until this fall due to the high water table; the drawback being that the roadway repaving may have to wait until the following spring. Councilman Brooks moved to award the First Street Water and Sewer Project bid to Hunewill Construction in the amount of \$711,682.15. Motion carried unanimously.

#### **BACKHOE PURCHASE / IPA BID PROGRAM-CASHMAN EQUIPMENT**

Mayor Putnam presented a proposal from Cashman Equipment to supply a backhoe through the IPA bid program for \$140,699.78 to be used at the wastewater treatment plant. The expense will be included in wastewater treatment plant project budget. Councilman Owens moved to

accept the IPA bid for a backhoe from Cashman Equipment, subject to USDA approval, in the amount of \$140,699.78. Motion carried unanimously.

### **FY 2017-2018 HUMBOLDT RIVER FLOODPLAIN SEWER SYSTEM IMPROVEMENTS**

Mayor Putnam explained that when the river hits flood stage there are increased flows to the sewage treatment plant which primarily come from the inflow (pipe leakage) of the old sewer main crossing the floodplain. Staff recommends the one mile length of sewer main be replaced once the river flow drops to an acceptable level. The estimated cost of the project is over \$1 million. The actual cost cannot be accurately determined until a survey is obtained. The sewer fund has sufficient funds for the project. City Manager West said the influx of river water hasn't been as critical in the past because of the location of the current sewer plant and lagoons, but with the new wastewater system, the additional water will now have to be pumped over three miles to the new plant which will be extremely expensive. West said the City has attempted over the years to reduce the inflow of water into the system but the efforts have proved to be ineffective. It appears the only way to eliminate the major problem is to replace the entire line across the river floodplain. The construction will not be able to take place until the water table level drops substantially. Joyce Sheen, Humboldt Sun representative, questioned if there is concern with sewer leaking out of the system. West said the line is so deep that it is always lower than the water table, so there is higher pressure from outside the pipe pushing in at all times which prevents leaks out of the system. Councilman Mendiola said with the location of the new wastewater sewer plant, it makes sense to replace the line. Councilman Billingsley moved to direct staff to move forward on flood plain sewer project, including the preparation of the bid documents and including it in the budget. Motion carried unanimously.

### **POLICE SERVICE DOG RETIREMENT-SALE**

Police Chief Silva said the Police Department purchased the service dog Kilo from a company in Reno. The dog was certified through that company in Nevada and California. The company has since gone out of business. The dog was recently sent to Elko to be certified by the company the Elko department uses and the dog did not pass. The original WPD dog handler resigned last year and the dog was temporarily assigned to Sergeant Rangel, a certified dog handler, who has now resigned, leaving the department with no certified handler. Silva stated when a dog goes through multiple handlers it can start to develop mental health issues. Silva recommends retirement of the dog, declaring the dog has no further use by the department, and allowing allow Joel Martin, Kilo's original handler, to purchase the dog. Councilman Brooks moved to determine that there is no further public use of Kilo and to authorize the purchase of the dog by former handler Joel Martin for \$1,000 with the sale contingent on Martin signing a waiver and release of liability for the City. Motion carried unanimously.

### **CITY-COUNTY COMMUNITY CLEANUP WEEK / MAY 30 - JUNE 3, 2017**

Mayor Putnam said it was decided at the joint City-County meeting to change the dates of the City-County Community Cleanup Week to May 30 through June 3, 2017 in order to avoid conflict with the Memorial Day holiday weekend, but the item was described on the agenda to declare May 22 through May 27 as the clean-up week, and this item is to ratify the decision made at the joint meeting. Councilman Mavity moved to declare May 30 through June 3, 2017 as Community Cleanup Week. Motion carried unanimously.

### **CITY MANAGER TRANSITION PLAN PROPOSALS**

Mayor Putnam reported that the City Manager West is planning to retire on October 4, 2017 after 35 years of service. Many of the planned and budgeted projects will not be complete by the proposed retirement date and it will be very difficult to complete the projects without West. It is

also anticipated assistance will be needed in overseeing negotiations, budget preparations, and HR actions during the transition to the next City Manager. There are approximately \$34M of projects which will close out over the next two years, and West has been instrumental in preparing and administering the projects, which gives him the background and expertise to best see the projects through. Putnam is concerned that even if the City does find and hire a qualified manager-engineer, the person will still need assistance. Ideally, a replacement will be found, but it is likely West may have to be brought back on a part time basis just to complete the engineering on the projects he started. Putnam estimates the transition process will be over a nine month period. In order for West to work without affecting his retirement benefits, the criteria for establishing a critical labor shortage declaration for the position would have to be satisfied. Putnam believes the City needs someone with extensive knowledge of designing and construction of storm drain systems, sewer systems, water systems, streets networks, and airports, as well as an experienced manager. It may be possible to find someone with such a combined background, but they will still require assistance to develop into the position. Councilman Mendiola said the effort needs to focus on finding someone with the needed qualifications. Putnam said she has found no other entities that have a combined city manager and city engineer position. Councilman Brooks said the City must try and if that doesn't work then go to an alternate plan. Councilman Billingsley said he believes having an engineer is critical for the City; the money saved by the City having an engineer through the years is substantial, and consultants are expensive. Billingsley believes with West's assistance an engineer has the potential to develop into a manager. Putnam noted it is common for communities of the size of Winnemucca to have a public works director who performs the engineering duties, and to keep in mind the public works supervisor will be retiring in three years. The City may want to look at a public works director-engineer position at that time. Councilman Owens said he feels the City needs a manager first, rather than an engineer; someone who can run the City, do the budgets, deal with the financials, presentations, understand laws and handle fifty employees, that is the most important need the City has at this time. If engineering is needed it can be contracted, and if the project workload is high enough to justify an engineer position, then it can be filled. Putnam said with a critical labor shortage declaration the City could have West available for engineering services for up to two years. Billingsley commented that whatever is done, West is going to have to be here in some capacity. West commented that his only goal is to assist the City to finish the planned projects. Putnam said that after all of the currently pending projects are completed, there are no new projects on the horizon, which gives the City good leeway time to make the best decision about filling the engineering position. City Attorney Maher explained the Council will ultimately determine whether the critical labor shortage declaration is warranted using the five factors found in the applicable law. Once that determination is made, it is submitted to PERS for their final approval. Putnam suggested a good case can be made for the declaration if the City puts forth its best effort to find a qualified replacement. Billingsley said he believes the five year minimum of public agency management experience in the draft job advertisement should be removed because it is restrictive, citing the situation with the county administrator who did not have any public agency experience when he was hired. West agreed, noting the hired county administrator had substantial private business management experience and is doing a good job for the County. Putnam said advertising for the position will be through governmental sites and possibly engineering sites. West suggested advertising through the City Manager Association. No action was taken.

## **STAFF-COUNCIL REPORTS**

City Manager West reported that the sewer treatment plant is on schedule.

Councilman Owens attended the Airport Board meeting. He reported there were some concerns about GOOGLE balloon launches. City Manager West emailed GOOGLE and received a very quick and positive response.

Councilman Mavity said she received questions about the mosquito spraying. City Manager West said that the insect abatement treatments are being done at a large expense but there is a lot of water this year. Mavity attended the Elko Centennial Community Celebration on May 1 and has some ideas which can be incorporated into the City celebration.

Councilman Mendiola reported on the HDA meeting.

Councilman Billingsley attended the WCVA meeting; there was a presentation on the new covered arena.

Councilman Brooks attended the Frontier Coalition meeting.

Mayor Putnam attended the monthly golf association meeting. The Winnemucca Boys & Girls Club will hold an open house on May 17 beginning at noon. Putnam attended the Zero Suicide Summit follow up and the Sixth Judicial District specialty court.

Police Chief Silva commented that the P.O.S.T. graduation will be held on May 18 at the academy in Carson City, and all three of the City cadets are getting very good marks. Silva reported the Drug Take Back event went well, with 24 lbs. of prescription narcotics turned in and taken to Reno for the DEA disposal.

**PUBLIC COMMENT:**

There was no public comment.

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

Respectfully submitted,

Lorrie Haaglund  
City Clerk

**PASSED AND ADOPTED:** June 6, 2017

**VOTE OF COUNCIL:**

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

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Di An Putnam  
Mayor

\_\_\_\_\_  
Lorrie Haaglund  
City Clerk