

**CITY COUNCIL MINUTES
REGULAR MEETING
JULY 17, 2018**

The Winnemucca City Council met in regular session on Tuesday July 17, 2018 at 2:00 p.m. in the City Hall meeting room. Present: Councilmen Theresa Mavity, Vince Mendiola, Jim Billingsley and Paige Brooks (who served as Mayor Pro Tem); and, City Attorney Kent Maher, City Manager/Engineer Alicia Heiser and City Clerk Lorrie Haaglund. Absent: Mayor Di An Putnam and Councilman Mike Owens.

CALL TO ORDER:

Mayor Pro Tem Brooks called the meeting to order at 2:00 p.m.

PUBLIC COMMENT - PERSONAL COMMUNICATION - CORRESPONDENCE:

Spring Higley presented a rough draft of a flyer explaining the proposed recreation sales tax and asked for any comments or suggested changes before the flyer is presented to the public.

MINUTES:

There were no minutes.

WARRANTS-EXPENSES:

The payments for warrants and the expense reports were reviewed and Councilman Mendiola moved for approval as submitted. Motion carried unanimously.

PROCLAMATION-AWARDS:

There were no proclamations or awards.

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 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.

VESCO PARK-STREET USE REQUEST / SUPER HERO THEMED 5K EVENT / HUMBOLDT ADVOCATES FOR VICTIM ABUSE-WILSON

Angie Wilson, Humboldt Advocates for Victim Abuse (AVA) representative, requested use of Vesco Park and selected City streets for a 5K superhero themed fundraiser event on September 22, 2018 beginning at 9:00 a.m. to raise money and awareness about child abuse. Wilson explained the Humboldt AVA is a non-profit organization that helps DCFS (Nevada Division of Child and Family Services) with supervised visits and victims of crime. Wilson visited with the police department regarding the event and will provide them with a map of the route. Councilman Mavity moved to approve the use of Vesco Park and City streets for a 5K superhero themed event on September 22, 2018 beginning at 9:00 a.m. Motion carried unanimously.

VESCO PARK USE-STREET CLOSURE REQUEST / MIZPAH STREET / NATIONAL NIGHT OUT / SHERIFF'S OFFICE

Captain Andy Rorex and Kathi Wolfsteller, Humboldt County Sheriff's Office representatives, requested use of Vesco Park and closure of a portion of Mizpah Street for the 4th annual National Night Out event on August 7, 2018 from 4:00 p.m. to 9:00 p.m. The street closure will be from the Vesco Park parking lot to the Ambulance Barn. Emergency access will not be blocked. Rorex requested the use of City cones and street closure signs. Councilman Billingsley moved to approve the use of Vesco Park and the closure of Mizpah Street for the 4th annual National Night Out event on August 7, 2018 from 4:00 p.m. to 9:00 p.m. Motion carried unanimously.

STREET CLOSURE REQUEST / BRIDGE STREET / DOWNTOWN BUSINESS ASSOCIATION

Mayor Pro Tem Brooks said the request is for a temporary closure of Bridge Street between Fourth Street and Winnemucca Boulevard on July 21, 2018 for a street dance in conjunction with the Winnemucca Wheels event. City Manager Heiser will follow up with the Downtown Businesses Association to make sure the downtown businesses have been notified of the closure and event. Councilman Mendiola moved to approve the request to close Bridge Street between Fourth Street and Winnemucca Boulevard on July 21, 2018 from 5:00 p.m. until midnight for the Downtown Business Association street dance. Motion carried unanimously.

STREET CLOSURE REQUEST / FOURTH AND LAY STREET / FIRST BAPTIST CHURCH-WINNERS INN

Pastor Jason Brogan, First Baptist Church, requested a temporary closure of portions of Fourth Street and Lay Street (the same closure used for the Run-A-Mucca event) on July 21, 2018 for a Christian rock concert. Brogan said they are expecting up to 1,000 people to attend. Councilman Mendiola moved to approve the request from First Baptist Church to close Fourth and Lay Street on July 21, 2018 from 6:30 to 9:00 p.m. for a Christian rock concert. Motion carried unanimously.

VESCO PARK USE REQUEST / DUTCH OVEN COOK-OFF EVENT / NEVADA OUTDOOR SCHOOL

Sara Welsh, representing Nevada Outdoor School, requested to use the parking lot between the Bode Howard Memorial Pool and the baseball fields at Vesco Park on August 11, 2018 for the 10th annual Buckaroo Dutch Oven Cook-Off. The participating teams will use the parking lot to set up for cooking. Set-up will begin at 6:00 a.m. and the event will run until 5:00 p.m. The participating teams have grown every year. Welsh requested the use of City cones for the closure. Councilman Mavity moved to approve the request to use the parking lot between the Bode Howard Memorial Pool and the baseball fields at Vesco Park on August 11, 2018 from 6:00 a.m. to 5:00 p.m. for the Nevada Outdoor School 10th Annual Buckaroo Dutch Oven Cook-off. Motion carried unanimously.

FRONTIER COMMUNITY ACTION AGENCY (FCAA) UPDATE / RECREATION CENTER BUILDING USE / FCAA--KIEWER-NYE

Alaine Kiewer-Nye, FCAA representative, gave a power point presentation about the agency and explained: (i) how FCAA is funded; (ii) the challenges their clients face; and, (iii) the services provided, including programs and community partner organizations and agencies.

GOLF COURSE USE-FEE WAIVER REQUEST / WINNEMUCCA BOYS & GIRLS CLUB GOLF TOURNAMENT / PETERS

Chad Peters, Executive Director of the Winnemucca Boys & Girls Club (WBGC), requested to use the golf course and waiver of the golf course fees for the WBGC 4th annual tournament to be held August 11, 2018. Peters commented it is a fundraising event and a dinner dance will follow the tournament. There will be a live band and they are expecting about 400 people. Mayor Pro Tem Brooks said this event meets the criteria to waive the golf course fees. Councilman Billingsley moved to approve the request to use the golf course and for waiver of golf course fees for the Winnemucca Boys & Girls Club golf tournament on August 11, 2018. Motion carried unanimously.

WATER-SEWER WILL-SERVE REQUEST / DOTTY'S CASINO / WINNEMUCCA BLVD. / DOTTY'S

City Manager Heiser commented that this is a request for confirmation from the City that there is adequate capacity for both water and sewer for the proposed Dotty's casino at 450 E. Winnemucca Blvd. The utility commitment is required if usage is anticipated to be more than 5,000 gallons per day. Councilman Mavity moved to authorize the will-serve letter by the City for the Dotty's casino facility at 450 E Winnemucca Blvd. Motion carried unanimously.

BID REVIEW-CONTRACT AWARD / AIRPORT PAVEMENT REHABILITATION MAINTENANCE PROJECT

City Manager Heiser said the proposal is for the crack sealing and fog sealing of asphalt at the airport. The low bidder was Maxwell Asphalt in the sum of \$359,885.92. The FAA has approved the City's grant application to fund 93.75% of the project. The local match for the project will be \$22,492.87, which will be split between the City and the County. Councilman Mendiola moved to approve the pavement rehabilitation-maintenance project, to accept the bid from Maxwell Asphalt in the amount of \$359,885.92, and to authorize the City's share of the \$22,492.87 local funding match. Motion carried unanimously.

CITY FUNDS INVESTMENT PROPOSAL / MORETON ASSET MANAGEMENT

Benjamin Sehy, Moreton Asset Management representative, said the City currently keeps approximately \$4.7M in their checking and interest-bearing checking accounts and earns very little interest on the funds. Sehy explained there are money market funds which very liquid and backed by U.S. Treasuries as an investment option. Moreton recommends the City invest some of their cash balances in these funds which are currently yielding nearly 2% interest. City Manager Heiser said if the City invests \$3M in money market accounts at the current rate of interest, the yield will be about \$35,000 per year. Heiser suggests the City maintain \$1-1.5M in their checking account for regular operations. Councilman Billingsley moved to direct staff to move forward with the process to authorize investment of City funds with Moreton Asset Management. Motion carried unanimously.

PROCUREMENT POLICY ADOPTION

City Manager Heiser reported that the Office of Management and Budget requires non-federal entities to implement procurement policies and procedures in accordance with the procurement standards in 2 CFR 200.317 through 200.326 of the Uniform Guidance. This policy pertains only to procurement practices using federal funding. City Attorney Maher stated the only federal funds used by the City are with the airport projects and all of the policy standards are included in the FAA documentation required for City use of the federal funds. Councilman Mavity moved to approve the procurement policy applicable to contracts which are funded in whole or in part with federal funds. Motion carried unanimously.

STATEMENT OF CURRENT GENERAL OBLIGATION

City Manager Heiser commented that the City is required to submit a debt management policy, 5-year capital improvement plan, current and contemplated general obligation debt, a special elective tax report, and chief financial officer information to the Department of Taxation, the County Debt Management Commission, and the Director of the Legislative Counsel Bureau. The report states what the City debt is; the plan for paying the debt; the plan for incurring more debt, if any; and, the five-year capital improvement plan. Councilman Billingsley moved to authorize the submittal of the statement of current general obligation debt and special elective taxes, report of current debt and special assessments and retirement schedules, statement of debt management policy, plan for capital improvement for ensuing 5 fiscal years, and information regarding the City chief financial officer pursuant to NRS 350.013. Motion carried unanimously.

PROFESSIONAL SERVICES PROPOSAL / ENVIRONMENTAL ASSESSMENT / RAILROAD SPRING WATER PIPELINE IMPROVEMENT PROJECT

City Manager Heiser said the BLM is requiring an environmental assessment prior to the installation of a new pipeline from Railroad Spring to Tank 2A. Heiser requested proposals from Stantec (\$72,871) and McGinley and Associates (Alternative 1 - \$40,000 and Alternative 2 - \$40,420), noting the cost for the study with Stantec and McGinley were close; however, the difference in the proposed amounts is in the cost to prepare the reports. Heiser commented that McGinley's alternate #2 proposal amount includes the vegetative portion of the environmental assessment which more than likely will be required. Councilman Mendiola moved to accept the alternative #2 proposal from McGinley and Associates for professional services for the environmental assessment of the proposed Railroad Spring water pipeline improvement project in the amount of \$40,420. Motion carried unanimously.

WATER METER FEES PROPOSAL BASED ON THE WATER SERVICE SIZE

City Manager Heiser presented a proposed meter fee increase based on water meter size. The most prevalent meter sizes in the City are 3/4" and 1". The current rate for a 3/4" meter is \$2.10. Heiser suggested a two-step increase with the first increase to \$8.00 and the second increase to \$14.00. Additional size meters will increase by the same ratio. The current City ordinance includes meters up to ten inches. The biggest size meter currently in use is six inches and only two businesses have that size. Under the proposed fee schedule, the six-inch meter fee will increase from \$30.50 to \$116.19 with the first increase and to \$210.67 with the second increase. Heiser pointed out that the cost of a six-inch meter in the meter replacement project was \$5,000, and at the current rate it takes more than ten years to recoup the City cost. With the increase in the fees, the cost recovery will be about two years. The current rates have been in effect for over twenty years. The step one increase will generate approximately \$200,000 in increased annual revenue and step two will generate more than \$400,000 per year. Councilman Mendiola moved to authorize staff to move forward with the proposed first step of the proposed two step water meter fee increase based on water meter size. Motion carried unanimously.

STAFF-COUNCIL REPORTS

City Manager Heiser reported: (i) the Street intersection project is complete; (ii) the Railroad Spring pipeline environmental assessment is anticipated to be complete before winter; (iii) the title company is supposed to provide information on what is needed to close on the Airport property acquisition project properties; (iv) the Airport pavement maintenance project will begin as soon as possible; and, (v) the Age and Dementia Friendly Group received a grant offer for an outdoor fitness park and walking path, and Heiser will be working with the group to plan and construct the project at the recreation complex.

