

**CITY COUNCIL MINUTES
REGULAR MEETING
November 8, 2012**

The Winnemucca City Council met in regular session on Thursday, November 8, 2012 at 3:00 p.m. in the City Hall meeting room. Present: Mayor Di An Putnam, Councilmen Richard Stone, Doug Cain, Joyce Sheen, Jim Billingsley and Paige Brooks. Staff present: City Manager Steve West, City Attorney Kent Maher and City Clerk Eddy Davis.

CALL TO ORDER:

Mayor Putnam called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES:

The City Council October 23, 2012 regular meeting minutes were presented for review and Councilman Brooks moved for approval as submitted. Motion carried unanimously.

APPROVAL OF WARRANTS:

The warrants were presented for review and Councilman Cain moved for approval as submitted. Councilman Billingsley abstained from voting on the warrant for Jim Dandy Productions as he is the owner of the entity. Motion carried unanimously.

PROCLAMATIONS / EMPLOYEE AWARDS:

Mayor Putnam presented City Manager West with a 30-year Employee Service Award and shared some of his notable accomplishments as City Manager/Engineer, as did Council members and members of the audience, including, former Councilmen Patty Herzog, Don Stoker, Don Smit and Joyce Sheen, and former Mayor Paul Vesco. Best friend Ed Davis and Don West, Steve's father, were also in attendance for West's recognition.

PUBLIC / PERSONAL COMMUNICATION / CORRESPONDENCE:

There were no public or 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 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. Councilman Sheen 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.

2012 GENERAL ELECTION / CANVASS OF VOTES

Voting statistics for the 2012 general election were provided for review. City Attorney Maher provided a draft resolution to acknowledge the canvass and certify the vote to the Secretary of

State. No clerical errors were discovered and no changes were made to the Statement of Votes. Councilman Stone moved to declare Michael Owens elected to City of Winnemucca Council Seat 1, Ken Tipton elected to City of Winnemucca Council Seat 3, and Paige Brooks elected to City of Winnemucca Council Seat 5, and to order the City Clerk to certify the abstract, make a copy and report of the abstract in compliance with law, and transmit the copies of the certified abstract and report as required by law to the Nevada Secretary of State. Motion carried unanimously. Resolution Number 2012-25.

Mayor Putnam congratulated the newly-elected Councilmen, stating she and the Council look forward to working with them in the coming years.

BRIDGE STREET CLOSURE REQUEST / CHRISTMAS PARADE OF LIGHTS / CHAMBER

Mayor Putnam noted the Christmas Parade of Lights has been very successful over the years due to efforts by the Chamber of Commerce. Debbie Stone, Humboldt County Chamber of Commerce representative, said the parade has been taking place for the past 16 years, and outlined the date, time and street closure request for the parade this year, and said the request includes placement of no parking signs along the parade route and erecting the "Festival of Lights" holiday banners for the holiday season. Councilman Cain moved to approve the request made by the Humboldt County Chamber of Commerce to close Bridge Street between Railroad Street and Giroux Street for the annual Christmas Parade of Lights on Saturday, December 8, 2012 from 5:30 p.m. to 6:30 p.m. Motion carried unanimously.

LOWRY HIGH SCHOOL PARKING LOT IMPROVEMENTS / SCHOOL DISTRICT

Dave Jensen, Humboldt County School District (HCSD) Superintendent, said the Lowry High School parking lot located across from the high school between Kirkway Drive and Kluncy Canyon Drive has been covered with grindings, oiled, rolled and compacted, a process which has greatly improved dust control on the lot. The HCSD continues looking for ways to improve the parking lot, without the expense of paving it. The HCSD requests continued utilization of the parking lot with the current standards in place. Councilman Stone asked if an annual update is still necessary. City Attorney Maher said he was not aware of a reason to continue the updates because the school district has effectively accomplished the dust control and drainage control the City requested with the parking lot. Maher said to place on the next agenda consideration of the request to discontinue the annual update. Mayor Putnam said the HCSD is always welcome to come to the City to give an update on the school district.

NEEDS ASSESSMENT-PROGRAMMING PROPOSAL / FIRE STATION PROJECT

Aloiau Architecture (Gordon Aloiau) and Project One (Don Smith) gave an overview of their proposal for the development of the proposed future fire station project and to analyze several systems-concepts and the scope of services required to better define the project from inception to completion, as follows: i) prepare a capital improvements delivery method; ii) obtain consensus among the primary participants on major project issues such as site selection, space needs, etc.; iii) develop a detailed overall project budget based upon the final needs assessment and program documents; and, iv) prepare summary information for the project, including the work described above and explanation of basic rationale, key business points, and other pertinent information required to describe the project and formalize the required documents. Mayor Putnam noted that the proposed compensation for this service is stated not to exceed \$15,300 plus reimbursable expenses such as travel, phone expense, meals, lodging and travel. Councilman Billingsley asked where the funds would come from to the pay for this

service. City Manager West replied the expenditures will be posted through the fire department's budget. Councilman Stone added contracting with Aloiau and Project One, in the long run, should save the City some dollars. Firemen Bud Vetter and Hal Phillips said they believe this is a great idea. Councilman Cain advised that he is a member of the City Volunteer Fire Department and he will participate in the discussion and action on this item. Councilman Cain moved to accept the proposal submitted by Aloiau Architecture (Gordon Aloiau) and Project One (Don Smit) for the sum not to exceed \$15,300 plus reimbursable expenses to provide a needs assessment and programming for the proposed new fire station project. Motion carried unanimously.

NEEDS ASSESSMENT-PROGRAMMING PROPOSAL / COMMUNITY CENTER PROJECT

Don Smit, Project One, said the assessment and programming process is much larger for the new community center than it is for the fire station project, the major difference being the inclusion of input from the public on a greater scale. Mayor Putnam said this proposal was basically the same in concept as that of the proposed new fire station project presented earlier. This proposal is not to exceed the sum of \$26,700 plus reimbursable expenses. Councilman Stone asked where the funding would come from for this proposal. City Manager West said funding would be provided out of the community center capital reserve fund. Councilman Billingsley inquired about where a community center might be located. Smit replied assistance with picking a site location is part of the process. Councilman Sheen noted it was important to remember that when a budget is decided and if grant funding is part of that budget, a back-up plan is necessary in case grant funding, for some reason, is not awarded for the project. If there is not enough community organization and support behind the project, an alternative plan must be in place to accomplish the goals. Stone agreed that operational costs must be accounted for in the overall project, because once a building is completed, operational issues must be addressed. Smit agreed. Sheen explained she did not believe the costs for the proposed needs assessment and programming agreement should come out of the Nixon community center reserve funds. Putnam said the idea is to build a community center with a community heart and partial community funding, including the reserve funds. Councilman Brooks moved to accept the proposal submitted by Aloiau Architecture (Gordon Aloiau) and Project One (Don Smit) for the sum not to exceed \$26,700 plus reimbursable expenses to provide a needs assessment and programming for the proposed new community center project. Motion carried unanimously.

POTENTIAL PROJECTS PUBLIC HEARING / COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Mayor Putnam said review of the Community Development Block Grant (CDBG) program in the form of a public hearing is a requirement by the CDBG in order to show that the community is aware of and involved in the process. It is hopeful the CDBG program will fund the expansion of the Humboldt County Senior Citizen Center (HCSCC). Putnam called for public comment. Jim Kinney, Chairman of the HCSCC Board, thanked City Manager West for his assistance on the project. There were no other comments from the public. Putnam noted that the City does not normally qualify to apply for CDBG grants, but because this is a senior citizen project, the income limit qualifications are eliminated, which allows the City to apply for the grant on behalf of the seniors. City Manager West said this is the second of three public hearings required by the grant. This is an opportunity for any public input on this or any other suggested project. Putnam thanked the HCSCC for their presence and support of the community's seniors.

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REQUEST FOR ADDITIONAL PATROL STAFFING / WINNEMUCCA POLICE DEPARTMENT

Police Chief Silva requested to add an additional patrolman position to the Winnemucca Police Department (WPD) staff. Silva said the WPD is experiencing an increase in service calls, responsibilities have increased for the staff, traffic stops are on the rise, and crime reports are up. Adding one more patrolman will offer some relief to the workload. Silva provided the departmental statistics as evidence of the need for the position. The Reserve Officer program is underway, with hopes that four (4) officers will graduate in January 2013. However, these reserve officers have limited responsibilities. A contributing factor to the current workload is that the department is never fully staffed due to vacation, sick leave and administrative leave. It takes up to a year for a new patrolman to be capable of full utilization. Detectives are being utilized to fill patrol vacancies. Reserve officers are called in when they are available. The overtime budget is less likely to be used with an additional officer on staff. Voluntary reserve officers will be trained to handle issues such as covering school zones, parades, etc. City Manager West said he is convinced there is a need to do something right away, rather than wait until the next budget cycle. The Police Department now comprises approximately 50% of the City's General Fund budget. A typical police officer earns between \$47,827 to \$59,729 annually, with an estimated 50% of the salary cost added on for benefits. West noted the WPD has done a commendable job in structuring the department with the new reserve program, the City is growing and law enforcement needs are increasing. West supports the addition of another police officer to the WPD staff to properly do the job and recommends approval. Councilman Cain moved to approve, upon staff recommendation, the addition of one (1) patrolman position to the Winnemucca Police Department. Motion carried unanimously.

CABLE TELEVISION SERVICES AGREEMENT RENEWAL / CALNEVA BROADBAND

City Attorney Maher said there should be no questions about continuing cable television services provided by CalNeva Broadband; the agreement is relatively straightforward in nature and suggested this issue be placed on the next meeting agenda for formal consideration. Mayor Putnam directed staff to place this subject on the next meeting agenda.

STAFF / COUNCIL REPORTS

City Manager West reported he plans in the next couple of weeks to advertise for the request for qualifications from engineering firms for the sewer projects. A draft deed has finally been provided for the airport property purchase. Daniel Brooks submitted a written request to withdraw his de-annexation request. Both affected property owners are cooperating with providing the right-of-ways for the Winnemucca Boulevard-US Highway 95 (Melarkey Street) intersection improvement project. Final construction plans for the Museum Lane project will be ready within a week. An engineering proposal for the design work is expected.

Councilman Cain said Jim Kinney advised the long-term lease for the community fishing pond is with the District Attorney for review.

Councilman Billingsley suggested an email should go out to the Council and the new Councilmen coming on board bringing everyone up to speed on events and meetings that City Hall is involved in. West suggested a weekly update from him (City Manager) on all City Hall meetings would be a good idea. Mayor Putnam agreed. Billingsley said he may not attend the November 20 Council meeting. Mayor Putnam suggested the November 20 Council meeting begin at 9:00 a.m. The Mayor will also make new board appointments at the meeting.

