

**CITY COUNCIL MINUTES
SPECIAL MEETING-BUDGET PLANNING SESSION
REGULAR MEETING
MARCH 22, 2016**

The Winnemucca City Council met in special session on Tuesday, March 22, 2016 at 11:00 a.m. in the City Hall meeting room. Present: Mayor Di An Putnam, Councilmen Michael Owens, Theresa Mavity, Ken Tipton, Jim Billingsley and Paige Brooks. Staff present: City Manager Steve West, Public Works Supervisor Roger Sutton, Police Chief Eric Silva, Fire Chief Alan Olsen, City Treasurer Jessie Lindsey and City Clerk Lorrie Haaglund.

The Winnemucca City Council met in regular session on Tuesday, March 22, 2016 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Di An Putnam, 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.

11:00 A.M. SPECIAL CITY COUNCIL MEETING

CALL TO ORDER:

Mayor Putnam called the meeting to order at 11:00 a.m.

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 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.

FISCAL YEAR 2016-17 BUDGET-PLANNING

City Manager West reviewed the proposed 2016 goals:

Economic Development: The City goals include: (i) working with the WCVA on tourism projects and community definition projects (e.g., the Futures Project); (ii) working with the County, WCVA, Hospital, School District and NDOT on cooperative local projects; (iii) supporting downtown redevelopment and improvement efforts; (iv) working with the HDA and the County on diversifying the economic base to attract new businesses; (v) retaining and expanding existing businesses; (vi) improving the City website including additional links to encourage economic development; (vi) improving the airport industrial park infrastructure,

including completion of a development plan and access to the industrial park and adding to the City reserve fund for this purpose; and, (vii) following the Interstate 11 corridor matter.

Quality of Life Issues: The City will continue to work on: (i) art programs using any available financial assistance; (ii) enhancement and beautification projects; (iii) funding opportunities for a new community art center; (iv) maintaining and beautifying the cemetery (trees and landscaping); (v) maintaining and beautifying City parks and recreation facilities; (vi) cooperation with and support of the Boys and Girls Club, including the amphitheater; (vii) working with the County, WCVA and Winnemucca Community Improvement Group to develop additional recreation facilities (aquatic center and Phase II of the Recreation Complex); (viii) replacing and adding new playground equipment at City parks; and, (ix) supporting HDA subcommittees and citizen committees on quality of life projects.

Federal and State Mandates: The City will continue: (i) to monitor and resist unfunded federal mandates such as the expansion of the requirements of the Clean Water Act, Safe Drinking Water Act; (ii) encouraging the release of federal lands to local entities for economic development purposes; (iii) to resist the federal government's efforts to further restrict the use of federal lands by the public (e.g., sage grouse endangered species listing); (iv) to monitor and resist unfunded state mandates such as the prevailing wage law, the police/fire heart and lung law, retiree health insurance subsidy, and property tax limits; (v) to work closely with the NLC (Nevada League of Cities) to maintain the city revenue structure, especially sales taxes and gas taxes, and to actively oppose the passage of a margins tax on businesses by the Legislature; and, (vi) to support the internet tax issue.

BLM Issues: The City will continue working with the local BLM office on updates to the Resource Management Plan to include the processing of land transfers more efficiently.

Overall City Operations: The City will continue to: (i) utilize and expand the shared cost agreement with Humboldt County to provide the most economical services to the public; (ii) improve and maintain employee morale; and, (iii) provide quality services to residents while limiting City expenditures as much as possible.

Public Safety: The City will continue to: (i) provide the police staffing necessary to provide a safe community while maintaining budget goals; (ii) finance and support a drug task force and maximize drug control efforts; and, (iii) provide modern equipment for the police and fire departments.

Public Works: The City will continue to: (i) work towards the completion of the new sewage treatment plant and effluent disposal facilities (pivots); (ii) maintain City facilities and infrastructure in very good condition; (iii) add to the cemetery reserve fund for the planned new cemetery; (iv) establish a utility easement encroachment policy, and work towards the elimination of any remaining existing easement encroachments and increase accessibility of the existing easements wherever possible (i.e., Minor Street to Highland Drive); and, (v) add to the street reserve fund for future reconstruction projects.

City Council Budget Goals: The City has goals of: (i) not increasing the property tax; (ii) maintaining the general fund balance between 80% to 100% of current expenditures; (iii) maintaining expenditure levels as much as possible without negatively impacting services to the public; (iv) maintaining low rates for charges and fees (as budget allows); (v) maintaining all

facilities and infrastructure in very good condition; (vi) making economic development a high priority; (vii) utilizing RTC gas tax funds and the other gas tax revenues for street maintenance projects; (viii) maintaining reserve accounts to provide funding for future large capital projects; (ix) paying off the sewer fund loan as soon as possible; and, (x) increasing public awareness of the benefits of the recreation tax to provide the desired quality of life.

City Budget Notes: 1) The City receives no share of the net proceeds of mines tax revenue. 2) The City must continually monitor the actions of the State Legislature. 3) City expenditures are increasing at a faster pace than revenues. 4) The primary source of City revenue is the state sales tax (approximately 40% of general fund revenue). 5) Internet sales are having a major negative impact on the sales tax revenue. 6) The City gas tax is a flat revenue source because it is collected on a price-per-gallon basis. 7) The City gas tax revenue has been negatively impacted by the popularity of diesel powered vehicles. 8) The City is constantly being forced to comply with state and federal unfunded mandates. 9) City utility, fuel and insurance costs have increased dramatically in recent years.

SALES TAX REVENUE

The sales tax revenue has been on a steady decline over the past four years. The City received approximately \$4.8M dollars in 2013 sales tax revenue, \$4.2M dollars in 2014 sales tax revenue, \$3.4M dollars in 2015 sales tax revenue, and \$3M dollars in sales tax revenue is projected in FY 2016. The primary reason is the continued reduction of large equipment expenditures by the mining industry. The gold prices have necessitated mines to cut back on the large expenditures. In discussions with the mining industry they do not believe it will drop any further so the sales tax revenue should level out at about \$3M dollars per year.

ENDING FUND BALANCE HISTORY

The General Fund balance peaked in 2011 at \$8.8M dollars and has a projected amount of \$6.3M at the end of the 2016-2017 budget. In the past, millions of dollars were transferred from the General Fund to the Capital Improvement Fund in order to complete major projects; the public safety building, the fire station, the animal control building and the recreation complex have all been paid for with cash from the General Fund transfers into the Capital Improvement Fund. The Capital Improvement Fund peaked in 2013 at \$8.1M dollars and is projected to be \$5.6M at the end of this year due to the aforementioned projects and the \$1M dollar commitment from the Nixon Hall fire fund money for three different arts facility projects. The Water Fund went from a high of \$2.5M in 2013 to a projected zero balance at the end 2016-2017 budget to the wells cleaning at a cost of \$75,000 each and the major meter replacement which included a remote reading system which accounted for approximately \$1.1 million dollars. Well #8 is projected for construction in this year's budget for \$800,000. There is a good revenue stream so the low balance in the account should only be temporary and there are no pending major projects for the water system in the near future. The loan payments on the \$18M dollar loan on the new sewer treatment plant will be substantial, but should be repaid in a fairly quick time period. Connection fees collected on future new construction will be available to retire the debt early, and they were not included in the future budget projections (not dependable).

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MAJOR PROJECT STATUS REPORT

Recently Completed Projects:

Animal Control Center
East Winnemucca Blvd. Storm Drain Project (City design & private funding)
East Winnemucca Blvd. Curb and Sidewalk Project (TAP grant and City funding)
Fire pumper/ladder truck (grant funding with local match)
Museum Lane Project (Capital Improvement and Water Funds)
Recreation Complex Phase II (Whitworth Lane / loop road)
High School Auditorium HVAC Project (Nixon Fire Loss Funds)

Projects in Construction or Moving Forward:

Airport Taxiway and Wind Cone Project (FAA funding)
Water Meter Replacement with Remote Reading System (to be completed ahead of time)
2016 Sewer Project (treatment plant, pump station and influent pipeline)
Boys and Girls Club Project (Multi-Purpose Room upgrades – Nixon Fire Loss Funds)
Bridge/Blvd. Traffic Signal Controller (to be completed by the end of June)
Recreation Complex Amphitheater Project (Nixon Fire Loss Funds)

Projects in Design Phase:

Water Valve Project Phase IV (Minor Street area)
Well #8 Project
Flood Plain Manhole Sealing Project (keeps river water out of the sewer)
First Street Sewer and Water Main Replacement Project
2016 Street Project (Chip and Micro Seal, valley gutters/end returns, alleys)
Cemetery Roads Reconstruction & Irrigation System Replacement

Short Term Priority Projects:

Airport Industrial Park Phase II Access and Utility Extensions
Cemetery Expansion
Recreation Complex Phase III (park and ball field facilities)
Playground Equipment Upgrade
Storm Drain Master Plan
Golf Course Club House
Sewer Main Replacement Project (Orangeburg piping-Minor to Highland easements)

Long Term Priority Projects:

Community Arts Center
18-Hole Golf Course
Aquatic Center
GV Road / Construction Way Sewer Main / Pump Station Project
GV Road / Construction Way Loop Road Project
GV Road Area Storm Drain Project (Winnemucca Farms Easement needed)

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Capital Improvement Reserve:

For the first time in many years, there will be no transfer from the General Fund to the Capital Improvement Fund. The General Fund balance has dropped to a point where it is not prudent to transfer money to the Capital Improvement Fund. City Manager West suggested the \$100,000 credit the City receives from the Railroad Springs water be transferred from the Water Fund to the General Fund, instead of the Capital Improvement fund. Councilman Billingsley suggested the money be set aside for the Recreation Complex to be used for field lighting, etc. Mayor Putnam said the City must provide for critical services and functions first, like public safety, which is why it is important to continue to work on the passage of a recreational tax for these type of projects. The Council agreed. West said that substantial progress was made with the storm drain system, but there is still some major long term storm drain work that needs to be done. The Fire Station account has been zeroed out with the purchase of the ladder pumper truck. The Airport account has enough in it for future grant matches for FAA projects. The budget includes \$70,000 for the Police Station HVAC replacement. There is \$100,000 proposed as a reserve for the aquatic center. A new street sweeper is needed and \$400,000 is reserved for that. Cemetery projects include replacing the road system and a reserve for the future expansion of the cemetery.

BUDGET RECAP:

General Fund:

The insect control budget increased by \$20,000 for this year because wet year treatments are more expensive.

The building department budget dropped from last year because it does not include the retired inspector's retirement leave pay.

The public works budget was increased to cover the anticipated purchase of a crack filling machine (\$50,000), the material for the cemetery irrigation system (\$30,000), and a metal roof for the golf course maintenance shop (\$30,000).

The golf course budget includes the purchase of a mower (\$30,000).

Recreation and pools operations have been taken over by the Boys and Girls Club but the City is still responsible for utilities and building maintenance.

Total expenditures in the General Fund is \$7.5M dollars, an increase of about \$300,000 over the prior year budget.

The General Fund ending balance is estimated at \$6.7M which is 84% of operating budget.

Other Funds:

The debt service fund balance of approximately \$164,000 is to be transferred to the General Fund this year.

Vacation and sick leave accrual is totally funded.

The unemployment reserve balance is about \$25,000. The City doesn't anticipate unemployment claims, but City Manager West suggested transferring an additional \$25,000 to \$50,000 into the account. The Council supported a \$25,000 transfer.

The retiree health insurance subsidy fund is a liability instituted by the Legislature many years ago mandating a health insurance subsidy for City employees who retired during a certain period of time. The balance in the retiree health insurance fund is approximately \$900,000 which should be adequate for the \$60,000 annual contribution.

The total cost of the new wastewater sewer plant is \$28M which is to be funded with a USDA loan of \$18M, a \$2M USDA grant and a City contribution of \$8M in cash. Due to the delay in the project start and an early increase in sewer rates; the City has been able to build up an ending fund balance in the amount of \$3.5M.

The Water Fund rate structure is adequate but many large capital projects have temporarily depleted the Water Fund.

The Nixon Fire Loss reserve will drop from about \$2M to about \$1M next year, due to the art facility projects previously approved.

CITY/COUNTY SHARED COST AGREEMENT

The following are shared cost agreements for net costs between the City and County:

Planning – City share 25%
Dispatch – City share 30%
Airport – County share 50%
Cemetery – County share 25%
Parks – County share 40%
Golf Course – County share 40%
Swimming Pools – County share 40%
Recreation – County share 40%
Animal Control – County share 50%
Spay-Neuter – County share 50%
Building Inspector – City share 35%

COSTS BILLED TO COUNTY AS EXPENDED:

Insect Control – 50%
Airport Construction – 50%

REVENUES:

General Fund: The major City revenues are from property taxes at \$2M and consolidated taxes (sales tax) at \$3M. The BLM fire hangar lease is \$33,000 and is not part of the shared cost agreement because the County decided not to participate in the building purchase. The \$100,000 water fund transfer from Railroad Springs to the General Fund is included.

Sewer Utility Fund: Revenues include \$18M USDA sewer project loan and the \$2M USDA sewer plant grant. The revenue rate revision of \$2.6M includes the recent County rate

revisions. The connection fee revenue is difficult to predict as this is based on new construction.

Water Utility Fund: Revenue for this fund is mainly from use fees. Connection fee revenue is difficult to predict.

Capital Improvement Fund: Grant-In-Aid from the FAA is \$1.2M for the airport taxiway and wind cone project with a county share of \$40,000. The City share will also be \$40,000. The Performing Arts interest is projected to be \$8,000; the drop in interest is attributed to the drop in the balance of this account. Government contributions include the third and final \$125,000 payment owed to the City by WCVA for phase I of the Recreation Complex.

Unemployment Compensation Fund: \$25,000 from the General Fund will be transferred into this account to increase the balance of this account.

DEPARTMENTAL REVIEWS

EXPENSES:

GENERAL GOVERNMENT:

City Council / General: The Mayor and Council salaries and benefits were adjusted 2% for cost of living adjustment (COLA) per ordinance. General Expenditures: PERS for regular employees is 28.0%, volunteer firemen is 29.0%, and police will remain the same at 40.5%. Health insurance is expected to increase by 6%. The City will continue to hire seasonal temps for about \$25,000 each (8 months/year).

City Clerk/Treasurer: The budget includes four employees. Professional services is budgeted at \$28,000.

City Manager/Engineer: The City Manager/Engineer's salary and benefits are cost shared with the water and sewer funds at 33% each.

General Administration: The budget includes the Nevada League of Cities dues (\$3,700), the audit cost (\$36,000) and the Chamber of Commerce (\$6,500 for the promotion of economic development). Donation accounts include the Vitality Center \$6,000, Humboldt River Water Basin Authority \$4,000, Lowry Graduation Party \$2,500, CAP Hangar (1/2) \$1,500, Shooting Range \$1,500, WNDD dues \$3,200, \$6,000 for RSVP and \$5,000 for the 2017 Centennial Celebration. Mayor Putnam cautioned the Council about the donations noting that while they are great services for the community, it must be kept in mind such community services and are not necessarily a City financial responsibility.

Public Safety/Law Enforcement: Chief Silva reported that his department is fully staffed. Salaries for the Police Department are budgeted at \$1.8M. Professional services include the annual fee, software and licensing for the RIMS system (\$9,500), Lexipol (\$6,500) Coban (\$3,000) and Clear (\$1,300). Silva explained that Coban costs are for the recording system for the cars and Silva commented the body cams are free for the first year. \$4,000 will be budgeted for special training. A fenced area that will enable the animal control volunteers to take the dogs out without leashes is budgeted at \$4,300. The police department proposes to

purchase two new vehicles for a budgeted \$51,000. \$48,000 is budgeted for equipment under \$5,000 and will include radios, vehicle equipment, tazer replacement, tires, computers and replacing four of the eight ticket computers/printers. The budget includes the contract with the Washoe County Crime Lab for \$32,000 and covers call out for processing evidence and field investigation of major crime scenes. The Animal Control budget includes the \$150,000 final payment for the Animal Control Center, \$11,200 for the Animal Control cooling unit and \$8,500 for a new entrance door to the shelter. The City pays 30% of the operating expense of the dispatch center and 50% of the animal control expenses.

Building Inspector: The Building Inspector budget includes \$72,100 for salaries, \$300 for professional services and \$2,200 for a new computer and printer.

Volunteer Fire Department: The salaries include the Fire Chief and trainer. The deemed wage for the volunteer fire fighters is \$2,000 per month. Fire Chief Olsen stated replacement of the foam system in Unit C-7 will cost \$5,000. Annual SBA flow testing is \$1,500 and annual pump test is \$4,000. The donated ambulance has been painted for \$6,000 with an additional \$1,500 budgeted for decaling. \$23,000 is budgeted for equipment under \$5,000 and includes dress uniforms (\$2,500), ladder generator (\$2,000), replacement of six pagers (\$2,500), fire foam (\$1,800), turnout purchase (\$1,800), thermal imager (\$7,000), hose (\$1,500) and truck intercom (\$3,200). Olsen explained that the thermal imager is used to detect any hot spots after a fire has been extinguished.

City Attorney: The standard cost of living increase will be incorporated into the Fiscal Year 16/17 budget.

PUBLIC WORKS:

Streets: The budget includes salaries of \$303,000 for four full time employees and two temps; \$20,000 for the NDOT street striping contract; \$30,000 for bulk material; \$2,000 for rental of snow removal equipment; and, \$28,000 for heavy equipment repairs. Site improvements include \$23,000 for landscaping, trees, streetscape boulders and trash cans. \$94,000 is budgeted for a crack fill machine, dump truck plow with sander and school zone flasher solar/LEDS.

Airport: The Airport budget includes \$5,000 for snow removal. Outside repair includes a soffit of BLM dispatch center for \$1,500. \$10,000 is budgeted for the Nav Aid Tech and \$5,000 for the honor camp. Contract service for the FBO maintenance contract is \$2,400. \$2,000 had been budgeted for the lighting for the CAP flag pole.

Cemetery: The cemetery budget includes salary for one full-time employee and two temporary employees. \$30,000 was approved for site improvements to be used for landscaping, trees and replacement of the County section irrigation system.

Buildings: The Public Buildings \$9,000 salaries include the janitorial services for the PD station and City Hall. \$30,000 has been budgeted for a new metal roof for the Golf Course maintenance shop. \$6,400 has been budgeted to upgrade the phone system in City Hall.

Planning Department: The costs associated with this department are part of the City/County Cost Share agreement.

Parks Department: The budget includes: salaries and benefits for three full-time employees and four temporary employees; \$25,000 for chemical supplies for the pre-emergent weed control program; and \$15,000 in site improvements for landscaping project and trash cans.

Golf Course: The budget includes salaries at \$122,000 which include one full time City employee, one full time temp and two part-time temps. \$60,000 is budgeted for the Golf Pro; \$2,000 for the honor camp; and, \$5,000 for turf aeration. \$13,500 is budgeted for chemical supply. The budget includes \$25,000 for cart path repair and \$3,000 for trees; the men's and lady's golf clubs will contribute to the cart path repair. \$30,000 is budgeted for a new greens mower. \$5,300 is budgeted for the purchase of weed eaters, lawn mowers, and an air compressor.

Pools: The budget includes \$59,000 for the Boys and Girls Club agreement to be paid in quarterly payments of \$14,750.

Recreation Department: The budget includes \$50,000 for the Boys and Girls Club agreement to be paid in quarterly payments of \$12,500.

Contingency Fund: The budget includes the transfer of \$25,000 to the unemployment fund.

Sewer Department: The budget included \$142,000 in salaries for three full time employees. Outside repairs of \$40,000 include street patching, pumps and raising manhole lids. The budget includes \$40,000 for professional services which includes a share of the audit expense, bill on-line fee, one-half of the GIS, and one-half of the utility map update. \$6,000 is budgeted for equipment under \$5,000 for sewer rods and hose replacement this year. \$5,000 is budgeted for the SCADA maintenance system. \$32,000 is budgeted for a new pickup. The budget includes \$28M for the new wastewater treatment plant.

Water Department: The budget includes \$225,000 in salaries for three full time employees and three temps. \$25,000 is budgeted for outside repairs for valve box adjustments. The budget includes \$40,000 for professional services which include a portion of the audit share, testing, physicals, one half of on-line bill bee, one-half of the GIS, and one-half of the utility map update. The budget includes \$800,000 for Well #8 development and \$60,000 for the water valve project near Minor Street. \$6,000 is budgeted for the maintenance of the SCADA system.

Capital Improvement Fund: There is \$275,000 for the repair/replacement of the cemetery roads, West Winnemucca Blvd islands, miscellaneous street valley gutters and paving of several commercial alleys. The budget includes \$70,000 for a new HVAC system for the Police Station. \$1.2M is budgeted for airport projects and \$694,000 of the Nixon Funds are budgeted for the amphitheater and the Boys & Girls Club multi-purpose room.

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2:00 P.M. REGULAR CITY COUNCIL MEETING

CALL TO ORDER:

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

PUBLIC / PERSONAL COMMUNICATION / CORRESPONDENCE:

There were no public or personal communications or correspondence.

APPROVAL OF MINUTES:

The March 7, 2016 joint City Council-County Commission meeting minutes were reviewed and Councilman Owens moved for approval as submitted.

The March 8, 2016 regular City Council meeting minutes were reviewed and Councilman Owens moved for approval as submitted.

APPROVAL OF WARRANTS:

The warrants were reviewed and Councilman Mavity moved for approval as submitted. Motion carried unanimously.

PROCLAMATION / EMPLOYEE AWARDS:

Mayor Putnam presented Street Department Leadman Fernando Rodriguez with a five year service award and commended his hard work and dedication to the City, and the pride he takes in his work.

STREET CLOSURE REQUEST / NORTHERN NEVADA RACING ASSOCIATION (NNRA)

Mellissa Murphy, representing Street Cruises, said this is the fourth year for the Winnemucca Cruise Night event. Four different organizations will sponsor and manage a monthly cruise nights on Thursday May 19, 2016, Thursday June 16, 2016, Thursday July 21, 2016 and Thursday August 18, 2016. The August 18 cruise night will be dedicated to Bill Lambert, a longtime community member and supporter of many area clubs, who recently passed away. They will be displaying Lambert's cars, motorcycles, and racing pictures, trophies and memorabilia. Councilman Brooks moved to approve the temporary street closure of Bridge Street from Second Street to Fourth Street from 6:00 p.m. to 10:00 p.m. for Winnemucca Cruise Night on Thursday May 19, 2016, Thursday June 16, 2016, Thursday July 21, 2016 and Thursday August 18, 2016. Motion carried unanimously.

REQUEST FOR RSVP PROGRAM FUNDING

Susan Haas, representative of Nevada Rural RSVP, and Brian Nelson, representative of RSVP-Humboldt County, updated the Council on the RSVP program and requested funding from the City to be increased from \$6,500 to \$7,933. They now have a 2016 Dodge Caravan thanks to an NDOT grant and matching funds from the Pennington Foundation which is used to take seniors to Reno for essential appointments and medical care. Fifteen local volunteers provide

services to approximately 29 clients per month, but the numbers vary. They provide transportation to clients that require special needs for services from Reno or Elko plus providing transportation for clients with local appointments. Mayor Putnam asked about the funding. Haas stated they ask clients to pay a small donation, if possible, and the money goes back into the program they are using. Putnam asked how they came up with the amount of funding they are asking from the City. Haas said it is approximately 5% of the estimated value of the services provided in Winnemucca, which includes the van, Nelson's salary, and contract services (i.e., respite care). Putnam noted City revenue is down this year due, similar to others that are affected by the mining industry. Brooks acknowledged the program benefits and agreed it is a good value, but the City is facing lower revenue. Council Mavity agreed it is a difficult call in terms of budget, and thanked them for information provided. Councilman Tipton suggested the Council wait on any decision until the budget is final. Putnam agreed. Councilman Owens asked if the donations are monitored. Haas said the donations only go to a specific program if the client makes the request. Haas continued saying they monitor the activity by timecards turned in by the volunteers. Putnam thanked Nelson and Haas and indicated the City will contact them after the budget meeting.

STREET CLOSURE REQUEST / FULL FOCUS CROSSFIT COMPETITION

City Manager West said a representative for this event was unable to attend; they are requesting approval to close a portion of the one hundred block of Railroad Street for their CrossFit completion event scheduled for Saturday, April 30, 2016 from 6:00 a.m. to 5:00 p.m. The event sponsors contacted the adjacent businesses to determine their thoughts about the proposed street closure, and those businesses do not object to the closure. Councilman Billingsley questioned if the location is best for the event. After additional discussion, Councilman Brooks moved to approve the closure of a portion of the one hundred block of Railroad Street for the Full Focus Crossfit competition on Saturday, April 30, 2016 from 6:00 a.m. to 5:00 p.m., subject to confirmation of support from the adjacent business owners. Motion carried unanimously.

WASTEWATER TREATMENT PLANT PROJECT / USDA FUNDING-LETTER OF INTENT

City Manager West explained the City must sign certain obligation documents to confirm the intent to meet the funding conditions required to reserve the USDA funds for the wastewater treatment plant. Councilman Billingsley moved to authorize the Mayor to sign the documents required to secure the USDA funds for the wastewater treatment plant subject to the City Attorney's approval. Motion carried unanimously.

STAFF / COUNCIL REPORTS

City Manager West reported that the wastewater treatment plant project is moving along. The NORA (Notice of Realty Action) should be published this week in the Federal Register which starts a 45 day comment period. Construction should begin mid-May. The comment period for the FONSI (Finding of No Significant Impact) on the environmental assessment has passed. There were three items of concern received from public comment: 1) potential odors; 2) appearance of the facility; and, 3) potential ground water quality impacts. The BLM is currently responding to the comments, and it is not expected to hold up the construction timeline. Once the environmental clearance is complete, the USDA can begin the loan/grant process. The

rezone and master plan change applications for the BLM property have been submitted. The BLM is currently researching costs the City may incur for the R&PP application.

Councilman Tipton attended the Paradise Sonoma Conservation meeting.

Councilman Billingsley will attend the WCVA meeting tomorrow.

Mayor Putnam reported that she had received an anonymous letter questioning if the City was getting their value for the audit work done by Drake, Rose and Associates. Several of the Councilmen reported they had received the same letter. It was pointed out that the City has one more year on its contract with Drake, Rose and Associates.

PUBLIC / PERSONAL COMMUNICATION / CORRESPONDENCE:

There were no public or personal communications or correspondence.

Mayor Putnam adjourned the meeting at 3:40 p.m.

Respectfully submitted,

Lorrie Haaglund
City Clerk

PASSED AND ADOPTED: April 5, 2016

VOTE OF COUNCIL:

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

APPROVED:

ATTEST:

Di An Putnam
Mayor

Lorrie Haaglund
City Clerk