

**CITY COUNCIL MINUTES
REGULAR MEETING
MARCH 24, 2020**

The Winnemucca City Council met in regular session on Tuesday March 24, 2020 at 2:00 p.m. in the City Hall meeting room. Present: Mayor Richard Stone; Council members Mike Owens, Theresa Mavity, Vince Mendiola, Jim Billingsley and Paige Brooks; and, City Manager/Engineer Alicia Heiser, City Attorney Kent Maher and City Clerk Lorrie Haaglund.

CALL TO ORDER:

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

PUBLIC COMMENT-PERSONAL COMMUNICATION-CORRESPONDENCE:

There was no public comment, personal communication or correspondence.

MINUTES:

The March 10, 2020 City Council regular meeting minutes were reviewed and Council member Mavity moved to approve as submitted. Motion carried unanimously.

WARRANTS-EXPENSES:

The reports for payments of warrants and expenses were reviewed and Council member Brooks moved for approval as submitted. Motion carried unanimously.

PROCLAMATIONS-AWARDS-PRESENTATIONS:

There were no proclamations, awards or presentations.

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 Council member Owens 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.

VARIANCE REQUEST / VW-20-01 / INCREASE ALLOWED FENCE HEIGHT / BELL

City Manager Heiser presented a variance application submitted by Anthony and Shannon Bell to increase the allowed fence height in the front yard setback from three feet to five feet to build a chain link fence to retain a dog on property located at 419 E. Second Street, Assessor's parcel number 15-0151-23. The City Building Inspector noted it will be a see through (chain link) fence. There were no other comments received from referrals as of March 6, 2020. Council member Mendiola moved to approve, based on staff findings and recommendations, the variance request to increase the allowed fence height in the front yard setback from three feet to five feet at 419 E. Second Street. Motion carried unanimously.

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WATER-SEWER WILL-SERVE REQUEST / FAIRFIELD INN-MARRIOTT

City Manager Heiser reported that Fairfield Inn-Marriott is requesting a water and sewer will serve letter for an 80-unit motel located at E. Winnemucca Blvd. A will serve letter was provided in November 2016 but has since expired. The new plans submitted for the project are very similar to the plans submitted in 2016. The City has enough water and sewer capacity for this development. Council member Brooks moved to authorize the will serve request as presented by staff. Motion carried unanimously.

CORRECTIVE ACTION LETTER / AUDIT REPORT NON-COMPLIANCE

Mayor Stone commented there was one significant deficiency noted in the FY 2018-2019 audit report. The City approved a proposal to replace obsolete handheld radios with the lease-purchase of new radios at a total cost of \$108,426 over five years and executed a purchase order without undertaking the medium-term obligation financing procedure, which is an apparent violation of NRS 350.087. The City approved a resolution to authorize a budget transfer of contingency funds to the public safety function for the purchase of the radios but did not go through the medium-term financing procedure. There were also two material weaknesses addressed in the FY 2018-2019 audit as follows: 1) transactions were recorded in the incorrect year, and 2) there were several errors within business licenses, accounts payable and the accrued liabilities and reconciliation processes. The City will enhance internal controls to ensure expenditures are recorded correctly and appropriate supporting documentation is used for all expenditures and management will implement controls to ensure transactions are recorded correctly. Council member Owens moved to acknowledge the report of financial statement deficiency, adopt the proposal to implement controls as submitted and approve the Mayor and Council members to sign the letter of corrective action to the Department of Taxation. Motion carried unanimously.

PROFESSIONAL ACCOUNTING SERVICES PROPOSAL / DRAKE ROSE

Andree Rose, Drake Rose and Associates, presented a proposal to provide professional services as independent certified public accountants for the City for the fiscal year ending June 30, 2020 and the four succeeding fiscal years which will include audit of financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information. Drake Rose has been providing the City audit services since 2012. The costs proposed for the five-year agreement are consistent with the annual increases the City has seen for audit services. Council member Brooks moved to accept the five-year proposal to provide professional accounting services, including performing the annual City audit, for fiscal years 2020 through 2024 as presented by staff. Motion carried unanimously.

REQUEST TO CLOSE EXISTING CREDIT CARD ACCOUNT AND OPEN NEW ACCOUNT

City Manager Heiser commented that the current credit card account used by the City is a business account which ties to a specific person's credit. There is available a type of account for non-profit organizations and municipalities which ties to the organization's credit. Heiser recommended closing the existing account and opening a new account with US Bank and designating an authorized officer to sign the application and bind the organization. Council member Mendiola moved to approve applying for the US Bank Community Card account and cancelling the US Bank Business credit account as presented. Motion carried unanimously.

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BODE HOWARD MEMORIAL POOL

City Manager Heiser informed GreenPlay LLC the City awarded them the contract for the Bode Howard Memorial Pool feasibility study. They are excited about the project. Heiser commented that the City is waiting to see how to proceed with a kickoff meeting which will probably take place by phone. The public outreach meetings will have to wait until social distancing and gathering restrictions have been lifted. Heiser has also informed the other persons/entities submitting proposals that they were not selected.

STAFF-COUNCIL REPORTS:

City Manager Heiser reported: (i) there are no new updates on the Railroad Spring pipeline project; (ii) the City is waiting on the technical memorandum from Farr West for their recommendation to move forward on the Well #8 project (the driller, Hydro Resources, issued a favorable report); (iii) paperwork was submitted to the FAA to close out the Airport property acquisition project; (iv) there are no new updates on the Second Street storm drain project or the Alleys sewer project; (v) quantities and specifications were sent to the County for inclusion in the advertising of the chip seal projects; (vi) the curb and gutter project will be completed pending any remaining RTC funds for the year; (vii) discussions are continuing with the party interested in constructing a transloading facility at the Airport Industrial Park; and, (viii) the City received quotes for purchase of the Mormon cricket bait. Robin Gray indicated that she will not be able to provide treatments due to the additional licenses that are required. The City will be able to bait City property and possibly provide bait to individual property owners.

Council member Owens reported on the first employee negotiation meeting and a “ride along” he recently did with the Police Department.

Council member Mavity attended the community coronavirus briefing at HGH and Chief Dalley’s retirement gathering.

Council member Mendiola reported that the Paradise Sonoma Conservation District meeting and the Humboldt Foundation meeting are cancelled until further notice.

Council member Billingsley reported on the WCVA meeting: they are looking at different aspects, considering costs and breaking down what can be done with Mackie Hall to make it more functional. Billingsley said he is working on some information for the urban pond at the recreation complex. Brad Bauman, Fishery Biologist, has a lot of left-over liner from the community fishing pond. Billingsley spoke with Hunewill Construction to get some preliminary costs for the pond excavation work. Billingsley feels the Pennington Foundation, or another nonprofit, may be solicited for money in the near future.

Council member Brooks reported on the Frontier Community Coalition (FCC) on-line meeting. FCC had gone from meeting monthly to weekly meetings. Brooks complimented Nicole Maher for her work on the informational site for the COVID-19 virus.

Chief Garrison reported that his department is working with HGH and he is attending daily briefings regarding the COVID-19 virus. The Police Department will be testing for new officers on April 11, 2020.

Mayor Stone reported on the status of the squatters at the airport. Stone said the negotiation meeting with the PD went very well and they will be meeting again soon.

PUBLIC COMMENT:

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Lorrie Haaglund
City Clerk

PASSED AND ADOPTED: April 7, 2020

VOTE OF COUNCIL:

AYES: Owens, Mavity, Mendiola, Billingsley, Brooks
NAYS: _____
ABSTAIN: _____
ABSENT: _____

APPROVED:

ATTEST:

Richard Stone
Mayor

Lorrie Haaglund
City Clerk