

December 16, 2019

The regular meeting of the Yerington City Council was held in the Council Chambers at 10:00 a.m. with the following present:

Mayor John Garry
Council Members Jerry Bryant, Selena Catalano, Shane Martin and Terceira Schunke
City Manager Robert Switzer
City Attorney Neal Falk
Public Works Director Jay Flakus
Administrative Director/Interim City Clerk Sheema D. Shaw

Absent: Chief of Police Darren Wagner, City Attorney Chuck Zumpft

Guests: Chief Scott Draper of the Mason Valley Fire District, Amy Alonzo of the Mason Valley News, Erik Augerson, Frank Pizzo, Dave & Deb DeGrendele, Don Blunt, Rob Dunbar and David Ray

Public Participation

There were no comments

Agenda Approval

City Manager Switzer stated that on item 6 of the agenda both D & E have paid their quarterly fees and should be removed at this time.

Councilman Bryant made a motion to approve the agenda with corrections, seconded by Councilwoman Catalano. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Minutes

Councilwoman Schunke made a motion to approve the minutes of October 28, 2019, seconded by Councilman Martin. Mayor Garry asked for public comments, there were no comments and carried unanimously.

Business Licenses

The following business license applications were presented for review and approval:

- A. Pro Arms Nevada, LLC, Firearms Sales, Transfers & Appraisals, 113 N. Main St. Yerington, NV 89447-New
- B. Clear Connection Corporation, Low Voltage Construction, 372 Wolverine Way Sparks, NV 89431, Mobile-New

- C. Sartini Gaming, LLC, Slot Route Operator for Tailgaters, 517 W. Bridge St. Yerington, NV 89447-New
- D. Raymond Brent Hammack dba Hammack Bros Construction, Residential Construction, 22 Shelter Hills Dr. Yerington, NV 89447, Mobile-New
- E. Hernandez Electric, LLC, Electrical Contractor, 340 Freeport Blvd Suite 1 Sparks, NV 89431, Mobile-New
- F. Cosco Fire Protection, Inc., Fire Sprinkler/Fire Alarm System Installation, 3620 W. Reno Ave. Suite K Las Vegas, NV 89118-New Single Project
- G. Master Service Plumbing, Inc., Plumbing Contractor, 325 Sunshine Lane Reno, NV 89502-New Single Project
- H. ExtracTech, LLC, Industrial Hemp Processing, 103 McLeod Yerington, NV 89447 - New

Councilman Bryant made a motion to approve the business license applications as presented, seconded by Councilwoman Schunke. Mayor Garry asked for public comment, there were no public comments and the motion passed unanimously.

Revoke Business Licenses Due to Non-Payment for 3rd Qtr. July – September 2019.

Mayor Garry stated that we will remove D & E as they have paid the required fees.

- A. W. Zachary Monahan dba: O.A.K Customs, 20 Spence Lane Yerington, NV 89447
- B. All Eagle, LLC, 4865 Joule St. #C3 Reno, NV 89502
- C. Laura TK Pesonen dba: Laura's Books, 2708 Michelangelo Ct. Sparks, NV 89434
- D. Flor Torres dba: La Oaxaquena, 111 W. Goldfield Ave. Yerington, NV 89447
- E. Wearin Brush Cutting & Tractor Service, LLC, 16 E. Lemos Ln. Yerington, NV 89447

Councilwoman Schunke made a motion to revoke Business Licenses A through C due to non-payment for the 3rd quarter July – September 2019, seconded by Councilman Bryant. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Audit Report for Fiscal Year Ending June 30, 2019 as Presented by Sciarani & Company.

Mr. Jim Sciarani of Sciarani & Company addressed the council. Mr. Sciarani stated that on page 77 of the audit is a graph of all the governmental funds. Governmental funds, by nature, have a modified accrual base of accounting, which is almost like a checkbook flow of current resources.

Mr. Sciarani stated that the city had a modest increase from \$1.28-million to \$1.43-million. On page 78, the general fund, got to a dangerously low level last year; however, it is backup to \$480-thousand.

Mr. Sciarani stated that page 17 of the audit lists all of the governmental funds. All of the funds have unique purposes; the general fund is by far the largest with a \$223,363 increase. Business Licenses are up. Building permits and other revenues fluctuate with economic activity.

Mr. Sciarani stated that in the acquisition fund; typically, it does not have a source of income and is grant orientated. Lyon County gave the City \$32,000 for the Reviglio dugout renovations and the state reimbursed the city on the FAA grant.

Mr. Sciarani stated that this fund is where you budget to fund new items. Some of those new items were the purchase of the Malibu, two Tahoe's and the remodel of the Information Center for the Police Department. The city spent 120,000 more than you brought in; however, these were all planned events.

Mr. Sciarani stated that Special Revenue was on page 25 of the audit: Both Room Tax and Grant funds go into this account. There has been a lot of activity at the motels and the animal shelter has received \$5,740 in donations.

Mr. Sciarani stated in regards to the water fund on page 28 of the audit; Governmental accounting the measurement focus switches to full accrual accounting. Meaning we will recognize revenues when billed and expenditures when incurred. We also recognize depreciation, interest on long-term debt. On the balance sheet, we capitalize long-term debt obligations, notes, etc.

Mr. Sciarani stated that we have had some rate increases and users fees, which has created an additional \$200,000 in revenue. Expenses, there were some increases in services and supplies. In review, the city had an operating loss of \$282,000 in water. The city also had \$209,000 in other non-operating revenue. Mr. Sciarani stated that the net income lost before contributions in water was \$73,000; there was connection fee revenue of \$50,750, which changed the equity position by \$20,287, a loss.

Mr. Sciarani stated that for the sewer fund there were revenues of \$1,250,000 and expenditures of \$827,000. Revenues exceeded expenditures by \$198,000. The net income before contributions \$229,000. There was \$87,400 in connections fees to the existing system. The sewer pond cleaning \$407,295. With that the city's net position dropped by \$90,000 for the year.

Mr. Sciarani stated at year-end the utility funds had: Water \$5,489,000 and sewer \$1,258,000.

Mr. Sciarani stated that the General Fund is better this year than it was the prior year.

Mr. Sciarani stated that the city has received an unmodified opinion and there were no findings. Next Year the City will need to do a single audit because we will receive federal funds from the USDA.

Mayor Garry thanked Mr. Sciarani for his report and the knowledge that should they have any questions regarding the audit they could reach out to him.

Mr. Sciarani stated that there is a violation in the sewer fund and a letter will need to be sent to the Department of Taxation.

Councilwoman Catalano made a motion to approve the audit report for Fiscal Year ending June 30, 2019 as presented by Sciarani & Company, seconded by Councilwoman Schunke. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Quote From QTpod for a Self-Serve Fueling Terminal, Model M4000, in the amount of \$11,795.00

City Manager Switzer stated that the terminal at the airport needs to be addressed. The current terminal at the airport is antiquated and no longer supported. If it breaks down then we will need to do transactions for fuel manually.

City Manager Switzer stated that by purchasing this terminal we would be able to update our systems and provide service as needed. The funding for this purchase will come from the Fixed Asset Fund.

City Manager Switzer stated that we have the lowest cost of fuel in the region and we need a system that works. We are currently at \$4.80 per gallon; in other areas it can be as high as \$5.75.

Councilman Bryant made a motion to approve a quote from QTpod for a self-serve fueling terminal, model M4000, in the amount of \$11,795.00, seconded by Councilwoman Catalano. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously

Engagement Letter with MacLeod Watts for FY 2019 -2020 OPEB Actuarial Valuation Services in the Amount of \$7,300.00

City Manager Switzer stated that he has worked with this company in the past and would like to engage them for the city in the next fiscal year.. They are very professional.

Councilman Bryant made a motion to approve an engagement letter with MacLeod Watts for FY 2019-2020 OPEB Actuarial Valuation Services in the Amount of \$7,300.00, seconded by Councilwoman Schunke. Mayor Garry asked for public comments, there were no comments and the motion passed unanimously.

Purchase of a Mini-Excavator for the Public Works Department in the Amount of \$69,356.00 From Cashman Equipment, 600 Glendale Ave Sparks NV 89491, as the Most Responsive Bidder

City Manager Switzer stated that the funds for this purchase will come out of fixed assets. It is a good investment for the city and needed for the type of work we do.

Public Works Director Flakus stated that none of the local companies had the equipment he wanted and Renner did not submit a bid. Cashman Equipment does have a Business License with the City of Yerington.

City Manager Switzer stated that we did advertise in the local paper and contacted the local vendors.

Public Works Director Flakus stated that this has been a very long process.

Councilman Bryant made a motion to approve the purchase of a Mini-Excavator for the Public Works Department in the amount of \$69,356.00 from Cashman Equipment, 600 Glendale Ave Sparks NV 89491, as the most responsive bidder

Memorandum of Understanding (MOU) Between the Lyon County School District and the City of Yerington for a School Resource Officer (SRO)

City Manager Switzer stated that this MOU has been approved by the Lyon County School District and is ready for council approval.

Mayor Garry stated that a meeting was held with LCSD and final changes were made and approved by LSCD.

Councilman Bryant made a motion to approve the Memorandum of Understanding (MOU) between the Lyon County School District and the City of Yerington for a School Resource Officer (SRO), seconded by Councilman Martin. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Easement Between the City of Yerington (“Grantor) and Sierra Pacific Power Company, A Nevada Corporation, d/b/a NV Energy (“Grantee”) for a Portion of the South ½ of the Southeast ¼ (S ½ SE 1/4/) of Section 24 and the East ½ (E ½) of Section 25, Township 13 North, Range 25 East, M.D.M., Lyon County, Nevada; Situated Within that Parcel of Land Described as Parcel I of a Record of Survey in Support of a Parcel Map Waiver for the City of Yerington, Recorded as File Number 542177 on October 12, 2015 Official Records of Lyon County, Nevada, Also Known as “Y-Hill”, APN 001-661-01

Mr. Rob Dunbar stated that the city has given authority for Lyon County to build a repeater site on Y-Hill. This easement will allow SPPCO to supply power. This will include wooden poles and some wiring. The Lyon County facility is already built.

City Manager Switzer stated that the tower is crucial to our systems also.

Councilman Bryant made a motion to approve an easement between the City of Yerington (“Grantor) and Sierra Pacific Power Company, A Nevada Corporation, d/b/a NV Energy (“Grantee”) for a Portion of the South ½ of the Southeast ¼ (S ½ SE 1/4/) of Section 24 and the East ½ (E ½) of Section 25, Township 13 North, Range 25 East, M.D.M., Lyon County, Nevada; Situated Within that Parcel of Land Described as Parcel I of a Record of Survey in

Support of a Parcel Map Waiver for the City of Yerington, Recorded as File Number 542177 on October 12, 2015 Official Records of Lyon County, Nevada, Also Known as “Y-Hill”, APN 001-661-01, seconded by Councilwoman Schunke. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Contact with Stremmel Auction Inc. 200 S. Virginia Street, Reno NV 89501, for Auction Services to the City of Yerington

City Manager Switzer stated that this action would approve the contract for Stremmel Auction Inc. to conduct an auction for the Beach Aircraft located at the Yerington Municipal Airport if needed.

City Manager Switzer stated that the owner was taken to court and by default judgement had 30 days to respond. Should the city auction the plane, the proceeds would go to the owner.

City Manager Switzer stated that the plane has many issues; perhaps a local group might take and fixed it up for a display.

Councilman Bryant asked if there would be other expenses. City Attorney Neal Falk stated that those expenses would be the responsibility of the owner.

Councilman Bryant made a motion to approve a contract with Stremmel Auction Inc. 200 S. Virginia Street, Reno NV 89501, for auction services to the City of Yerington. Seconded by Councilwoman Catalano. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Mr. Eric Augerson addressed the board and offered a place to store the plane if needed.

Dispose of one Beechcraft Model 18, Twin Engine Aircraft, Tail Number N41780 Located at the Yerington Municipal Airport

City Manager Switzer stated that a registered letter was sent to the owner of the Beechcraft Model 18. Since that time, we have taken legal action and given the owner time to reply. No reply has been received as of this date.

Councilman Bryant made a motion to dispose of one Beechcraft Model 18, Twin Engine Aircraft, Tail Number N41780 located at the Yerington Municipal Airport, seconded by Councilwoman Schunke. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Procedure to Reserve the Buck Aiazzi, Neil Herrin, Pat Peeples and Reviglio Baseball Fields

City Manager Switzer stated that staff has met to discuss the use and reservations of park fields. We are suggesting that all parties involved with the use of those field come to a meeting next month and discuss which groups need each field and on what dates and times.

City Manager Switzer stated that there would be two forms; one for practice sessions and one for regular league play. There will be requirements such as providing adequate portable toilets and any whatever measures we can work on to insure what is needed is available. This is a good process to begin moving forward this year. We will see and measure the results next year.

City Manager Switzer stated that we would have city staff more involved with the food stands. In the past, we have loaned out keys that were never returned. If there are items stored at the facilities and they are stolen, we would be involved. We want to rekey all locks and the city staff have more control of when and how those buildings are used.

Public Works Director Flakus stated that we will have a meeting with everyone involved at 5:00 or 5:30 p.m. That would be a better time for the coaches that work.

Councilman Martin asked if we rekeyed the facilities would city personnel open the facilities as needed. City Manager Switzer stated that was correct, the on-call employee would be responsible. Councilman Martin asked if the stands would need to be emptied after each use. City Manager Switzer stated that there is a concern of vandalism; we would be on the hook.

Councilwoman Catalano made a motion to approve procedures to reserve the Buck Aiazzi, Neil Herrin, Pat Peeples and Reviglio Baseball Fields, seconded by Councilwoman Schunke. Mayor Garry asked for public comments, there were no comments and the motion passed unanimously.

Limits on Hours the Field Lights will be on at the Buck Aiazzi, Neil Herrin, Pat Peeples and Reviglio Baseball Fields

City Manager Switzer stated that we currently do not have a policy on the field lights. There are times when those lights stay on until midnight. We are recommending that we limit the field lights to 10:30 p.m. we can control the lights with a timer system. There will be times when a game runs long and the lights may be on a past 10:30 p.m.

Public Works Director Flakus stated that this will decrease the number of complaints received by people living near the fields.

Councilwoman Schunke made a motion to approve limiting hours the field lights will be on at the Buck Aiazzi, Neil Herrin, Pat Peeples and Reviglio Baseball Fields, seconded by Councilman Martin. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Proposed Strategic Planning Meeting to be Held at the Boys & Girls Club of Mason Valley on January 10, 2020

City Manager Switzer stated that there were two pages in the council packet that he would like council to review before meeting on January 10th. City Manager Switzer stated that we would look at the next 3 to 5 years and develop a mission statement. What can we do to make our community better. Bring up ideas that we can approach over the next 3 to 5 years.

No action taken

Special Use Permit Application. The Applicant, Southern NV Fire Protection/Blunt Farms, Intends to Dry and Process Agricultural Hemp at 130 State Route 339, APN 001-451-02

City Manager Switzer stated that this item was brought before the Planning Commission and is now before council for consideration.

Councilman Bryant asked if this is a permit to dry not process. City Manager Switzer stated that there could be further down the road

Mr. Don Blunt stated that he has been in business since 1996. He put in the fire protection in the Boys and Girls Club. Last week Nevada Hemp Farm won an award from the Director of the Nevada Hemp Association. Mr. Blunt stated that he receives 2 to 4 calls a month from people interested in growing hemp here.

Councilman Bryant made a motion to approve a Special Use Permit application. The applicant, Southern NV Fire Protection/Blunt Farms, intends to dry and process agricultural hemp at 130 State Route 339, APN 001-451-02, seconded by Councilwoman Schunke.

Mayor Garry asked for public comments:

Chief Scott Draper of the Mason Valley Fire District stated that for clarification, there are some requirements attached to the special use permit. The Fire Department has outlined some specific requirements not only for the special use permit but for the business license also. It has no specification as to the processing or the drying; it is mostly for operating a business in the City of Yerington. Chief Draper stated that this is in addition to the plan review process for the dryer itself. Chief Draper stated that he is aware Mr. Blunt is working on those; however, as of this date those inspections have not been completed.

City Manager Switzer suggested that the motion be amended to Contingent upon a full plan review and approval. City Manager Switzer stated that there is a mechanical apparatus that needs to be approved, the dryer, and there will be both electrical and mechanical things that will need to be inspected and approved. Mr. Blunt stated that he has the permit papers ready to submit.

Councilman Bryant amended his motion to include contingent upon a full plan review/Approval and to include a follow up meeting with Chief Draper and his approval. Seconded by Councilwoman Schunke. Mayor Garry asked for public comments, there were no comments and the motion passed unanimously.

Application for Renewal of Existing Special Use Permit for Pony Express Village LLC, APN 001-231-28

City Manager Switzer stated that Special Use Permits expire after one year and must be renewed. City Manager Switzer stated that we would be reviewing all special use permits and bringing them into compliance.

Councilwoman Catalano made a motion to approve the application for renewal of existing Special Use Permit for Pony Express Village LLC, APN 001-231-28, seconded by Councilwoman Schunke. Mayor Garry asked for public comments.

Mr. Dave DeGrendele stated that we should be sure the special use permit is needed before issuing it and how it will affect property owners.

Chief Scott Draper of the Mason Valley Fire Department stated that they have met all the requirements.

Mayor Garry asked for further comments. There were no comments and the motion carried unanimously.

Review Bills Previously Submitted for Payment

Bills, Salaries and Vouchers:

Accounts Payable Checks	10-11-2016	27005 through 27032
	10-11-2016	27033 through 27038
	10-18-2016	27073 through 27072
	10-22-2019	31620 through 31656
	10-28-2019	31657 through 31666
	11-05-2019	31674 through 31714
	11-12-2019	31715 through 31738
	11-19-2019	31747 through 31756
Payroll Vouchers	10-10-2019	10131601 through 10131619
	11-07-2019	11071901 through 11071920
	11-21-2019	11211901 through 11211922
Payroll Checks	10-10-2016	26999 through 27003
	11-7-2019	31667 through 31671
	11-21-2019	31739 through 31744
Transmittal Vouchers	10-10-2016	10101601
	11-07-2019	11041901
	11-21-2019	11181901
Transmittal Checks	10-10-2016	27004
	11-7-2019	31672, 31673
	11-21-2019	31745, 31746

Councilwoman Schunke made a motion to approve the bills as submitted, seconded by Councilwoman Catalano. Mayor Garry asked for public comments, there were no comments and the motion carried unanimously.

Public Participation

Mr. David Ray thanked Council for their service and wished everyone a Merry Christmas.

Department Reports

City Manager Switzer Reported:

- Working with Railey's on an issue regarding the water and sewer project.
- We are making \$8,000 in interest per month with the LGIP
- Met with the Chamber of Commerce to discuss drag raced at the airport

Interim City Clerk Shaw reported that 525 elementary school children attended our Santa day at City Hall. All classes made ornaments for our tree and were able to go inside to have a class photo with Santa. The event was well received by the teachers and students.

Councilwoman Catalano thanked Public Works for all of their work with the Parade on Main Street.

Mayor Garry took a moment to recognize Harvey Pinkerton, former Mayor for the City of Yeringto. Mr. Pinkerton's services will be held sometime this week.

Mayor Garry stated that we are very proud of our Yerington High School Teams. Our boys Varsity team won their 2-A Division State Championship and the girls Varsity volleyball also won their 2-A Division State Championship.

There being no further business the meeting was adjourned.

Mayor of the City of Yerington

ATTEST:

Administrative Director/Interim City Clerk