

**MINUTES OF THE  
FERNLEY CITY COUNCIL MEETING  
DECEMBER 6, 2017**

Mayor Pro Tem Seidl called the meeting to order at 5:00 pm at Fernley City Hall, 595 Silver Lace Blvd, Fernley, NV.

**1. INTRODUCTORY ITEMS**

**1.1. Roll Call.**

**Present:** Mayor Pro Tem Sue Seidl, Councilman Dan McCassie, Councilwoman Shari Whalen, Councilman Stan Lau, Councilwoman Fran McKay. City Manager Daphne Hooper, City Attorney Brandi Jensen, Public Works Director Dave Whalen, City Engineer Derek Starkey, City Treasurer Denise Lewis, City Clerk Kim Swanson, Planning Director Tim Thompson, Building Official Rick Kabele, Deputy Public Works Director Barry Williams, Assistant to the City Manager Colleen Unterbrink. **Mayor Roy Edgington was absent.**

**1.2. Public Comment**

There was none.

**1.3. Approval of the Agenda**

**Motion:** MOVE TO APPROVE THE AGENDA AS SUBMITTED, **Action:** Approve, **Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Shari Whalen. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl.

**2. CONSENT AGENDA:**

**2.1. (Possible Action) Approval of Voucher Report**

**2.2. (Possible Action) Approval of Minutes from November 1st & November 15th**

**2.3. (Possible Action) Approval of Business Licenses**

**2.4. Possible Action to approve the acquisition of one (1) Temporary Construction Easement (TCE) and one (1) Permanent Easement (PE) located at APN: 020-102-01 (315 East Main Street), from the United States Postal Service (USPS), in the amount of \$2,000.**

**2.5. Possible Action to approve the purchase of an 8-foot by 12-foot Service Barge, in an amount not to exceed \$ 11,776.00, from American Pleasure Products Inc. to use for maintenance at the wastewater treatment plant sewage pond system.**

**2.6. Possible action to approve the contract between Public Safety Corporation and the City of Fernley for the administration of false alarms**

Councilwoman Whalen disclosed that she is married to Public Works Director Dave Whalen.

**Motion:** MOVE TO APPROVE THE CONSENT AGENDA AS PRESENTED. **Action:** Approve, **Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Shari Whalen.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl.

**3. REPORTS** This item is for various public entity representatives to provide general information to the Council and public. No action will be taken.

**3.1. Reports by City Staff, City Council and the Mayor, including but not limited to monthly statistical reports by city departments.**

Sheriff McNeil gave the monthly statistical report for the month of November. Sheriff McNeil also reported on the recent reports of guns being brought to schools in Fernley. He reported on staffing issues within the department in the county. He also reported that he will develop a Memorandum of Understanding between the Sheriff's office and the City Attorney's office to deal with non-natives that commit offenses on the Fox Peak property.

City Manager Hooper reported the upcoming holiday events taking place on Saturday, December 9<sup>th</sup>. She also reported the Redevelopment Study Community Workshops have been rescheduled beginning in January. The Citizens Academy will begin on Thursday January 11<sup>th</sup> and will run for 6 consecutive weeks.

Building Official Kabele reported the statistical report for the month of November.

City Treasurer Lewis reported the annual Audit has been completed and will be presented to City Council on December 20<sup>th</sup>.

Planning Director Thompson reported recent applications received by the Planning Department.

Councilwoman Whalen reported on recent activities taking place at the schools.

Councilman Lau thanked Planning Director Thompson for his work.

Councilwoman McKay reminded everyone of Wreaths Across America taking place at the Veterans Cemetery on December 16<sup>th</sup>.

Councilwoman Seidl reported on legislation that was passed and the affect it would have on Fernley. She thanked City staff for their hard work over the past year.

#### **4. PROCLAMATIONS AND/OR EMPLOYEE RECOGNITION**

Mayor Pro Tem Seidl presented the Fernley Pool with a Proclamation celebrating the grand re-opening of the pool.

#### **5. PRESENTATIONS**

##### **5.1. Presentation and discussion regarding quarterly financials and status of water and sewer enterprise funds.**

City Treasurer Lewis presented the quarterly financials as well as the status of the water and sewer enterprise funds (see attached PowerPoint).

#### **6. PUBLIC HEARINGS**

##### **6.1. Presentation, discussion, and possible action on the 2018 Community Development Block Grant Program project applications and citizen participation process.**

Assistant to the City Manager Unterbrink presented the final overview of the 2018 Community Development Block Grant Program. She continued saying CDBG requires 3 public hearings for input from the citizens on what types of projects they want to see in their communities. She stated this is the third and final meeting. She explained the first

application submitted will be the conceptual design for the community center and the second application will request \$400,000 for beautification on Main Street.

Mayor Pro Tem Seidl opened public input. There was none.

**Motion:** I MOVE TO APPROVE THE CITY SUBMITTAL TO THE STATE OF NEVADA 2018 CDBG PROGRAM, INCLUDING THE FOLLOWING APPLICATIONS: COMMUNITY CENTER PUBLIC OUTREACH AND DESIGN; AND DOWNTOWN FERNLEY REVITALIZATION PHASE 3 - MAIN STREET BEAUTIFICATION GRANT APPLICATIONS. **Moved by** Councilwoman Fran McKay, **Seconded by** Councilwoman Shari Whalen.

Councilwoman Whalen thanked staff for doing a good job to leverage this grant application process to do exciting things in Fernley that we do not have resources for. She appreciated Ms. Unterbrink's vision and the work she does.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl. **Action:** Approve.

## **7. STAFF REPORTS**

### **7.1. Discussion and possible action to approve the preparation calendar for the FY 2018-2019 budget.**

City Manager Hooper reviewed the Budget Calendar for FY2018-2019. Councilwoman Whalen expressed her concern regarding starting the budget process so early in the year. City Manager Hooper stated there is a more work to be done on the budget before the numbers are added. She explained staff looks at goals and Council priorities before numbers are added to the system.

Mayor Pro Tem stated she appreciated the effort staff makes to make sure Council gets the information as early as possible.

**Motion:** I MOVE TO APPROVE THE PREPARATION CALENDAR FOR FY 2018-2019 CITY OF FERNLEY BUDGET, **Action:** Approve, **Moved by** Councilman Stan Lau, **Seconded by** Councilwoman Fran McKay. **Vote:** Motion carried by unanimous roll call

vote (**summary:** Yes = 5). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl.

## **7.2. Discussion and possible action to establish City Council priorities for FY 2018-2019**

City Manager Hooper reviewed the accomplishments from the priorities City Council set last year including, increasing the water and sewer rates, the water ancillary fee and increasing business license fees. She stated to make sure the City is comparable to the surrounding areas the fees that need to be looked at are franchise fees, animal license fees, and transient lodging fees. She also stated that in-lieu of fees will also change, and hook-up fees will also need to be accessed. She reviewed projects that were recently adopted and currently being worked on.

Councilwoman Whalen wanted staff to work on a plan that would raise revenue in a substantial way that will improve quality of life for the residents of Fernley. She suggested identifying one area where substantial revenue could be generated.

Councilwoman Seidl stated with all of the building in Fernley, there will be additional revenue from impact fees. She suggested earmarking this money for specific projects within the City. She also felt increasing the price of an animal license was a good place to start.

Councilwoman Whalen inquired if impact fees would help generate revenue for the City. City Manager Hooper explained there are other impact fees that the City may be able to look into collecting to fill the gap. Planning Director Thompson explained the three fees a developer pays for a new project are; Residential Construction Tax for Parks, Residential Construction Tax for schools and a tax that is collected for roads. Senior Planner explained there have been internal discussions on impact fees and the pros and the cons related to them. He also stated that impact fees can only be used for capital improvements and they have to be proportional.

Councilman McCassie stated with marijuana in Fernley's future, it looks bright as far as revenue and improvements.

City Manager Hooper explained taking a conservative approach to is good. She stated it is still unknown what the state will do with the property tax structure and abatements. She suggested City Council makes their decision as cautiously as possible. City Manager Hooper stated she would like to continue working on a Capital Improvement Plan that establishes priorities. She also wanted to look at the Parks Master Plan and set short term goals and long-term goals within that plan.

Councilwoman Whalen suggested continuing to focus on revenue analysis and asset management with a focus on planning and plan implementation.

**Motion:** I MOVE TO CONTINUE THE PREVIOUS FISCAL YEAR'S PRIORITIES OF REVENUE ANALYSIS AND ASSET MANAGEMENT WITH A FOCUS ON PLANNING AND PLAN IMPLEMENTATION FOR THE COMING FISCAL YEAR, WITH ADDITIONAL DISCUSSION ON DETAILS AT THE BUDGET HEARINGS. **Action:** Approve, **Moved by** Councilwoman Shari Whalen, **Seconded by** Councilman Dan McCassie. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilman Dan McCassie, Councilman Stan Lau, Councilwoman Fran McKay, Councilwoman Shari Whalen, Councilwoman Sue Seidl.

#### **8. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS.**

There were none.

#### **9. PUBLIC COMMENT**

There was none.

#### **ADJOURNMENT**

There being no further business to come before it, the Fernley City Council meeting adjourned at 6:50 pm.

Approved by the Fernley City Council on December 20, 2017 by a vote of:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

---

**ATTEST: City Clerk Kim Swanson**

---

**Mayor Roy Edgington**