

**MINUTES  
CITY OF FALLON  
55 West Williams Avenue  
Fallon, Nevada  
February 6, 2018**

The Honorable City Council met in a regularly scheduled Council meeting on the above date in the Council Chambers, 55 West Williams Avenue, Fallon, Nevada.

**Present:**

Mayor Ken Tedford  
City Councilman, Robert H. Erickson  
City Councilwoman, Kelly Frost  
City Councilman, James D. Richardson  
City Engineer, Michael E. Miller  
Police Chief, Kevin Gehman  
City Clerk, Gary C. Cordes  
City Attorney, Michael F. Mackedon  
Deputy City Attorney, Leonard E. Mackedon  
Legal & Administrative Director, Robert Erquiaga  
Deputy City Clerk, Elsie M. Lee  
Deputy Public Works Director, Ryan A. Swirczek  
Deputy Public Works Director, Brian A. Byrd  
Director of Tourism and Special Events, Jane Moon

The meeting was called to order by Mayor Tedford at 7:00 p.m.

Mayor Tedford led the Pledge of Allegiance.

Mayor Tedford inquired if the agenda had been posted in compliance with NRS requirements.

City Clerk Cordes advised that the agenda was posted in compliance with NRS 241.

**Approval of Council meeting minutes for December 19, 2017 and January 16, 2018**

Mayor Tedford inquired if there were any additions or corrections to the minutes for December 19, 2017 and January 16, 2018.

No additions or corrections were noted.

Councilman Richardson motioned to approve the Council meeting minutes for December 19, 2017 and January 16, 2018 as submitted, seconded by Councilman Erickson and approved with a 3-0 vote by the Council.

## **Approval of Warrants**

- A) Accounts Payable
- B) Payroll
- C) Customer Deposit

Mayor Tedford inquired if there were any comments regarding the accounts payable, payroll and customer deposit warrants.

No comments were noted.

Councilwoman Frost motioned to approve the accounts payable, payroll and customer deposit warrants and authorize the Mayor to sign the same; seconded by Councilman Richardson and approved with a 3-0 vote by the Council.

## **Public Comments**

Mayor Tedford inquired if there were any public comments. He noted that comments are to be general in nature, not relative to any agenda items. No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken.

No public comments were noted.

## **Public hearing and consideration and possible approval of a request by Michael and Virginia Janess to rezone the property located at 80 South Allen Street, APN 001-382-02 from R-2 to C-1**

Mayor Tedford noted for the record that this agenda item had been withdrawn.

Legal and Administrative Director Erquiaga explained that he and City Attorney Mike Mackedon spoke with Mr. Michael Janess earlier today to discuss this issue and a couple surrounding issues and Mr. Janess felt it was in his best interest to withdraw the request. Legal and Administrative Director Erquiaga will meet with Mr. Janess and City Attorney Mike Mackedon in the near future to tie up some loose ends and get some of those issues resolved. He would then anticipate a request from Mr. Janess for some further action, either through the Board of Adjustment or the City Council. Of course, notices would be sent out for hearings, if needed, so the public would be properly noticed if and when those hearings are set.

## **Public Hearing: Adoption of Resolution No. 18-01: A resolution authorizing the augmentation of the 2017-2018 General Fund of the City of Fallon in the amount of \$105,292**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the General Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in

financial estimates. City Clerk Cordes also noted for the record that, for this agenda item and the eight agenda items immediately following, the City Clerk's Office did not receive any comments regarding these budget augmentations.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Erickson motioned to adopt Resolution No. 18-01: A resolution authorizing the augmentation of the 2017-2018 General Fund of the City of Fallon in the amount of \$105,292 as submitted; seconded by Councilwoman Frost and approved with a 3-0 vote by the Council.

**Public Hearing: Adoption of Resolution No. 18-02: A resolution authorizing the augmentation of the 2017-2018 Water Enterprise Fund of the City of Fallon in the amount of \$148,439**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the Water Enterprise Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in financial estimates.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilwoman Frost motioned to adopt Resolution No. 18-02: A resolution authorizing the augmentation of the 2017-2018 Water Enterprise Fund of the City of Fallon in the amount of \$148,439 as submitted; seconded by Councilman Richardson and approved with a 3-0 vote by the Council.

**Public Hearing: Adoption of Resolution No. 18-03: A resolution authorizing the augmentation of the 2017-2018 Electric Enterprise Fund of the City of Fallon in the amount of \$189,532**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the Electric Enterprise Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in financial estimates.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Richardson motioned to adopt Resolution No. 18-03: A resolution authorizing the augmentation of the 2017-2018 Electric Enterprise Fund of the City of Fallon in the amount of \$189,532 as submitted; seconded by Councilman Erickson and approved with a 3-0 vote by the Council.

**Public Hearing: Adoption of Resolution No. 18-04: A resolution authorizing the augmentation of the 2017-2018 Sewer Enterprise Fund of the City of Fallon in the amount of \$28,668**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the Sewer Enterprise Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in financial estimates.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Erickson motioned to adopt Resolution No. 18-04: A resolution authorizing the augmentation of the 2017-2018 Sewer Enterprise Fund of the City of Fallon in the amount of \$28,668 as submitted; seconded by Councilwoman Frost and approved with a 3-0 vote by the Council.

**Public Hearing: Adoption of Resolution No. 18-05: A resolution authorizing the augmentation of the 2017-2018 Sanitation Enterprise Fund of the City of Fallon in the amount of \$22,300**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the Sanitation Enterprise Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in financial estimates.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilwoman Frost motioned to adopt Resolution No. 18-05: A resolution authorizing the augmentation of the 2017-2018 Sanitation Enterprise Fund of the City of Fallon in the amount of \$22,300 as submitted; seconded by Councilman Richardson and approved with a 3-0 vote by the Council.

**Public Hearing: Adoption of Resolution No. 18-06: A resolution authorizing the augmentation of the 2017-2018 Landfill Enterprise Fund of the City of Fallon in the amount of \$13,050**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the Landfill Enterprise Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in financial estimates.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Richardson motioned to adopt Resolution No. 18-06: A resolution authorizing the augmentation of the 2017-2018 Landfill Enterprise Fund of the City of Fallon in the amount of \$13,050 as submitted; seconded by Councilwoman Frost and approved with a 3-0 vote by the Council.

**Public Hearing: Adoption of Resolution No. 18-07: A resolution authorizing the augmentation of the 2017-2018 Water Treatment Enterprise Fund of the City of Fallon in the amount of \$31,119**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the Water Treatment Enterprise Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in financial estimates.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Erickson motioned to adopt Resolution No. 18-07: A resolution authorizing the augmentation of the 2017-2018 Water Treatment Enterprise Fund of the City of Fallon in the amount of \$31,119 as submitted; seconded by Councilman Richardson and approved with a 3-0 vote by the Council.

**Public Hearing: Adoption of Resolution No. 18-08: A resolution authorizing the augmentation of the 2017-2018 Data Processing Internal Service Fund of the City of Fallon in the amount of \$76,000**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the Data Processing Internal Service Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in financial estimates.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilwoman Frost motioned to adopt Resolution No. 18-08: A resolution authorizing the augmentation of the 2017-2018 Data Processing Internal Service Fund of the City of Fallon in the amount of \$76,000 as submitted; seconded by Councilman Erickson and approved with a 3-0 vote by the Council.

**Public Hearing: Adoption of Resolution No. 18-09: A resolution authorizing the augmentation of the 2017-2018 Mayor's Youth Fund of the City of Fallon in the amount of \$7,897**

City Clerk Cordes noted that this agenda item had been properly posted per Nevada Revised Statute (NRS) as a public hearing in the Lahontan Valley News. The purpose of this resolution is to properly budget the resources and expenditures of the Mayor's Youth Fund Budget. The submitted schedule presents the final approved budget that was adopted by the Fallon City Council in the column titled Final Budget. The column titled revisions reflect changes in financial estimates that were not anticipated when the budget was adopted by the Fallon City Council. Pursuant to NRS, this resolution will allow us to properly reflect the changes in financial estimates.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Richardson motioned to adopt Resolution No. 18-09: A resolution authorizing the augmentation of the 2017-2018 Mayor's Youth Fund of the City of Fallon in the amount of \$7,897 as submitted; seconded by Councilman Erickson and approved with a 3-0 vote by the Council.

**Consideration and Possible Action to amend an existing contract with HDR Engineering Inc., increasing the contract total One Hundred Three Thousand Six Hundred Eight Dollars (\$103,608.00)**

Deputy Public Works Director Byrd explained that this agenda item is seeking to amend an existing contract with HDR Engineering, Inc. (HDR), increasing the contract total \$103,608. HDR has been working under an existing contract with the City of Fallon since 2015. In order for HDR to assist the City of Fallon in completing the Front Street Lift Station Odor Scrubber Replacement Project as well as Manhole Rehabilitation Phases 2 and 3, it will be necessary to increase the contract total \$103,608.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford asked Deputy Public Works Director Byrd to discuss the timeline for the two projects.

Deputy Public Works Director Byrd noted that the Front Street Lift Station Odor Scrubber Project is moving along. The vessel is complete and will be delivered in the next two weeks. Public notices will be sent out to residents advising of the construction in the area of Front Street and Discovery Drive. Demolition should begin the middle of March. There is a plan in place to keep venting and odors under control during construction. Construction completion should be three weeks after demolition begins. There is a startup and curing time for the new media in the vessel so we will run it for awhile and then the contractor will return to complete the quality control. The Manhole Rehabilitation should be done by the end of April. It took longer than expected to secure permits from the Nevada Department of Transportation but we should receive them this week. Once received, we will send out public notices to residents advising of the construction. This project has been broken down into a very detailed bid sheet in order to maximize the sewer fund dollars.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Richardson motioned to amend an existing contract with HDR Engineering Inc., increasing the contract total One Hundred Three Thousand Six Hundred Eight Dollars (\$103,608.00); seconded by Councilwoman Frost and approved with a 3-0 vote by the Council.

**Consideration and possible approval of proposal by Lumos & Associates, Inc. to provide professional engineering services related to the Fallon Youth Center project in the amount of One Hundred Thirty-Seven Thousand, Seven Hundred Fifty Dollars (\$137,750)**

Legal and Administrative Director Erquiaga explained that the City has been awarded a grant from the William N. Pennington Foundation to construct a new Fallon Youth Center to be located at Venturacci Park as well as civil site improvements that will cover the parking lot on the south and west sides and the extension of D Street. This is the first of two agenda items for this project that we have spent a considerable amount of time discussing internally; this is the best way to proceed with this project as a whole. We have done that with staff and with our experts that have been on board assisting us, Lumos & Associates and VanWoert Bigotti Architects. We have also had the opportunity to speak with Mr. Richard Stoltz of the William N. Pennington Foundation. We believe, based on all of those discussions, that the best path forward

is to essentially divide the project into two phases: civil site improvements and actual design of the facility itself. This agenda item covers civil site improvements. The proposal before the Council is from Lumos & Associates (Lumos) to provide professional engineering services for the civil site improvements which will take us from surveying and design to preparation of construction documents to carry us through the bid process, then through actual construction. That will cover essentially the parking lot, roadway, utilities, drainage, and the building pad. We think that Lumos is certainly more than qualified to do that. The William N. Pennington Foundation is familiar with Lumos and comfortable with them as our engineers in relation to site improvements. He recommended approval of the proposal as submitted.

Mayor Tedford concurred with Legal and Administrative Director Erquiaga's comments. This is a good project. We met with Mr. Richard Stoltz and feel very comfortable with him and this project.

Mayor Tedford inquired if the Council had any comments or questions.

Councilman Erickson inquired as to the timeline for this project.

Legal and Administrative Director Erquiaga explained that both Lumos and VanWoert Bigotti Architects have been working hard up to this point. With the Council's approval, this will put them on the clock and, in some ways, will be the culmination of a lot of hard work that got us through the grant application process and approval. Lumos is prepared and has done a lot of the survey work already and they are actually quite a way along on the design itself. In discussion with Mr. Steve Moon at Lumos, we are a couple months away from the civil package being complete and out on the street, then we could bid and award and have the groundbreaking in early to mid-Summer. Timeline for completion on the civil site would be ultimately in line with building completion; we do not want to build the roadway and parking for the structure and then ruin it with construction trucks so we would have construction access throughout the project and finish the parking and roadway as the building is wrapping up. VanWoert Bigotti's timeline has completion set for July 2019 for actual occupancy. So, we are 18 months away, which is consistent with our projections.

Mayor Tedford added that, in discussions with Mr. Stoltz, if there was a small lag in the timeline, he was familiar with that, and communication would be key.

Legal and Administrative Director Erquiaga agreed, we have a good relationship with Mr. Stoltz, and we are communicative with each step. What is important for him is how those payments get slotted. Typically, their process is to pay a large initial payment and the next payment at 50% completion and then one at full completion. For the William N. Pennington Foundation, best case scenario is for them to make one of those payments in 2017, one in 2018, and one in 2019; and Legal and Administrative Director Erquiaga believed that we are on track for that. It will be a push on the timeline, but if it does slide, he believed that Mr. Stoltz would work with us as long as we are communicating with him so he can keep the trustees informed.

Mayor Tedford added that Mr. Stoltz has been great to work with and we will keep him updated on the timeline throughout the project.

Legal and Administrative Director Erquiaga concurred.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Erickson motioned to approve the proposal by Lumos & Associates, Inc. to provide professional engineering services related to the Fallon Youth Center project in the amount of One Hundred Thirty-Seven Thousand, Seven Hundred Fifty Dollars (\$137,750); seconded by Councilwoman Frost and approved with a 3-0 vote by the Council.

Councilwoman Frost commended Mayor Tedford and City staff for their efforts to secure this grant. The youth center will be a great addition to our community.

Mayor Tedford appreciated her comments.

**Consideration and possible approval of proposal by VanWoert Bigotti Architects to provide professional architectural and engineering services related to the Fallon Youth Center project in the amount of Three Hundred Sixty Thousand Dollars (\$360,000)**

Legal and Administrative Director Erquiaga explained that this will cover Phase 2 of the Fallon Youth Center project. This will be the design of the facility itself. We have had several meetings with VanWoert Bigotti Architects (VanWoert) along with several other project participants in the room and it is clear that VanWoert and Lumos work well together. VanWoert has started the design process and is waiting for approval to go full steam ahead. We have had initial discussions and they began the process of putting together the sub-consultants that they need, some of which are identified in their proposal. Brad VanWoert has been putting in a lot of work with us, with Churchill County, and with the Fallon Youth Club just to get us to the point of making the application for the grant. His renderings and his interpretation of the hard work the Youth Club put in to discuss what goes inside of the facility and what portions are really necessary were important to the application. Mr. Richard Stoltz of the William N. Pennington Foundation has been very complimentary of all of our efforts, especially the work VanWoert did to get us to this point. This proposal will cover design, bid documents, and full construction services.

Mayor Tedford inquired if the Council had any comments or questions.

No comments were noted.

Mayor Tedford inquired if there were any public comments or questions.

No comments were noted.

Councilman Richardson motioned to approve the proposal by VanWoert Bigotti Architects to provide professional architectural and engineering services related to the Fallon Youth Center project in the amount of Three Hundred Sixty Thousand Dollars (\$360,000); seconded by Councilwoman Frost and approved with a 3-0 vote by the Council.

**Presentation of the Police Department Report for December 2017**

Chief Gehman presented the December monthly report. He added that the December incidents and activities were primarily in line with previous months with no exceptional variances.

- Staff participated in 120 hours of training.
- Detective Sergeant Frandsen and Detective Decker provided the indoctrination lecture to newly stationed Navy personnel.
- Police Explorers participated in the holiday food drive at Wal-Mart along with other local emergency personnel. A total of 8,420 pounds of food was collected and donated to the Out of Egypt Food Pantry.
- Through the welfare assist account, we provided one bus ticket, and one person with lodging.

- The citizen survey results were positive; however there were no submitted comments for December.  
Mayor Tedford inquired if the Council had any comments or questions.  
No comments were noted.  
Mayor Tedford thanked Chief Gehman for the report.

### **Public Comments**

Mayor Tedford inquired if there were any public comments.  
No public comments were noted.

### **Council and Staff Reports**

City Attorney Mike Mackedon: No comments were noted.

Deputy City Attorney Leonard Mackedon: No comments were noted.

Deputy City Clerk Lee: No comments were noted.

Deputy Public Works Director Swirczek: No comments were noted.

Deputy Public Works Director Byrd: No comments were noted.

Legal and Administrative Director Erquiaga: No comments were noted.

Tourism Director Moon: No comments were noted.

City Clerk Cordes: No comments were noted.

Chief Gehman: No comments were noted.

City Engineer Miller: No comments were noted.

Councilwoman Frost: No comments were noted.

Councilman Richardson: No comments were noted.

Councilman Erickson: No comments were noted.

### **Executive Session**

Mayor Tedford tabled the executive session, as it was not needed at this time.

**Adjournment**

There being no further business to come before the Council, Mayor Tedford adjourned the meeting at 7:45 p.m.



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Mayor Ken Tedford

Attest: 

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Gary C. Cordes, City Clerk/Treasurer