

THE HONORABLE CITY COUNCIL OF THE CITY OF LOVELOCK MET IN REGULAR SESSION ON MARCH 18, 2026, AT LOVELOCK CITY HALL AT 5:30 P.M.

Present:	Mayor	Rodney Wilcox
		Council members
		Bonnie Skoglie
	(Via ZOOM)	Jordan McKinney
	(Absent)	Kirsten Hertz
	City Clerk	Nicole Reitz
	Deputy Clerk	Perri Stewart
	Legal Council	Sean Rowe
	(Absent) Police Chief	Michael Mancebo

Visitors: Sandy Hyde, Don Hyde, Joel Feliciano, Ruben Gonzalez, Greg Reitz, Jarrod Hickman(POOL PACT), Marshall Smith (POOL PACT)
Zoom: Dale Rutherford, Michael

PUBLIC COMMENT-PERSONAL COMMUNICATION-CORRESPONDENCE :

None at this time

ECONOMIC DEVELOPMENT

No economic development report.

MINUTES REVIEW-APPROVAL:

February 4, 2026, City Council Meeting Minutes – Council Member Skoglie offered a motion to approve as presented.

Motion carried unanimously.

February 18, 2026, City Council Meeting Minutes – Council Member Skoglie offered a motion to approve as presented.

Motion carried unanimously

March 4, 2026, Joint City and County Meeting Minutes – Council Member Skoglie offered a motion to approve as presented.

Motion carried unanimously

SEWER-DISPOSAL ACCOUNT DELINQUENCIES-ADJUSTMENTS-REFUNDS:

Staff presented the updated delinquent sewer and disposal account list as of the meeting date. A request was submitted for write-off of a final bill in the amount of **\$10.73** for a customer who claimed trash had not been picked up; staff confirmed regular service had been provided and recommended write-off as it would cost approximately the same amount to pursue collection by certified mail. The Council discussed the cost-effectiveness of collection efforts on such a small balance. Council member McKinney offered a Motion to write off the \$10.73 delinquent account as recommended.

Motion carried unanimously.

Staff reported that the overall delinquent list had been reduced from approximately 15 accounts to about 7 remaining, with payment arrangements in place for most. Council discussed a larger delinquent account (approximately **\$606**), and staff noted that the customer had been mailed and emailed bills and would be contacted again by phone to follow up and seek resolution. Council expressed support for working with customers who are making good faith efforts and payment arrangements.

POOL/PACT AUDIT AND FINDINGS / CORRECTIVE ACTIONS / PROCEDURES TO ADOPT:

Jared Hickman, POOL/PACT Risk Management Team, with Risk Manager Marshall Smith present, provided an informational update on the City's participation in the Enterprise Risk Management Excellence Program. He reported significant progress across several operational areas over the past nine months, noting that Parks and Recreation and Vehicle Fleet sections are nearly complete. Fiscal controls with the City Clerk are almost completed. With approval of the City's written workplace safety plan, the Risk Management section will increase from approximately 60% to about 95% complete. Mr. Hickman summarized work completed to date, including, development of a written workplace safety program, including safety committee practices, training, inspections, and corrective action procedures. Updating and inspection of fire suppression systems, including the fire panel and portable fire extinguishers, and related staff training. Completion of an OSHA SCATS consultation, abatement of items identified, and receipt of a closing letter. Enhancements to fiscal controls, including investment policies, cash receipting, safeguarding of deposits, fraud prevention training, and check inventory controls. Improvements to cybersecurity, including transition toward a .gov domain, updated IT acceptable use policies, multi-factor authentication, timely revocation of separated employees' access, and phishing-awareness training. POOL/PACT representatives Hickman and Smith commended Mayor Wilcox, Greg, and Nicole for their diligence, responsiveness, and proactive approach to risk management. They noted that completion of the program will qualify the City for a formal award and positive public recognition. Council member Skoglie expressed appreciation for staff's efforts and the support from POOL/PACT. This item was presented for information only; no action was taken under this agenda item

DISCUSSION ACTION FOR A PARKING WAIVER AT LOCATION 310 MAIN STREET, APN 001-132-08

The Council considered a request for a parking waiver for property located at 310 Main Street, APN 001-132-08, to allow development of a full-service restaurant in a building with no on-site parking. Staff noted that under Lovelock Municipal Code / Division 5, Table 17.50.6.10-1, a full-service restaurant requires one parking space per 100 square feet, and that approximately 20 off-site parking spaces would ordinarily be required.

The applicant described the site and surrounding area, noting that the parcel itself has no dedicated on-site parking, aside from limited spaces along the front and side of the building. There are numerous existing public parking spaces within roughly 1,000 feet of the building perimeter, including along Main Street, side streets, and near the post office. The applicant requested a waiver to allow required parking to be satisfied by these existing off-site public parking spaces so that plans for a Mexican-American restaurant could proceed. Council discussed the historic use of the building (formerly a pharmacy with a small lunch counter/coffee shop) and potential timing for the restaurant's build-out and opening (engineering submittal within about 30 days and an estimated 90-day build-out, with a goal of opening by summer).

A brief recess was taken to re-establish a quorum via Zoom so that Council Member McKinney could participate in the vote. Upon reconvening, Council confirmed that Council member McKinney had no additional questions. Council member Skoglie offered a motion to approve the parking waiver for the proposed restaurant at 310 Main Street as requested.

Motion carried unanimously

POSSIBLE INTRODUCTION OF AN ORDINANCE AMENDING THE LOVELOCK MUNICIPAL CODE 13.170 SEWER STANDBY RATES FROM \$14.80 TO \$28.75

Staff presented a proposed ordinance amending Lovelock Municipal Code §13.170 to increase the sewer standby rate from \$14.80 per month to \$28.75 per month (one-half of the current full sewer service rate of \$57.50). City staff reported that the standby rate has not been updated since

at least 2014. Several rental properties have been incorrectly billed at the lower standby rate, even though they are occupied and receiving full sewer service, because landlords did not have utilities placed in the tenants' names or notify the City of the change to full service. A letter is proposed to be sent to all property owners with rentals explaining the correct classification and rate and outlining the process to ensure accounts are properly set up as full-service units when occupied. Additional cleanup work will be necessary for motels and hotels, which are billed at higher usage rates but have also been charged the \$14.80 standby rate. The City Attorney explained that, because sewer rates are set by ordinance, the Council must first introduce the proposed amendment, then hold a public hearing before any final action to change the rate can be taken. Following discussion, a motion was made to introduce the ordinance entitled:

“An ordinance of the City Council of the City of Lovelock, Nevada, repealing and replacing Chapter 13, Section 13.170 of the Lovelock Municipal Code, setting rates, providing the initial rates for the fiscal year beginning July 1, 2026, authorizing the modification of rates by resolution, and providing other matters properly relating thereto.”

Council member Skoglie motion to introduce the ordinance.

Motion carried unanimously,

The ordinance will be set for public hearing at a future meeting.

ACTION TO APPROVE THE LOVELOCK SAFETY PLAN

The Council reviewed the proposed City of Lovelock Safety Plan, which had been developed in coordination with POOL/PACT as part of the Enterprise Risk Management Excellence Program. Council members indicated they had received and reviewed the document and had no further questions. It was clarified that minor editorial changes shown in red text would be removed from the final version prior to adoption. Council member Skoglie offered a motion to approve the City of Lovelock Safety Plan, with the modification that the red text be removed from the final adopted version.

Motion carried unanimously

PUBLIC HEARING AND POSSIBLE APPROVAL OF AN ORDINANCE ENTITLED AN ORDINANCE AMENDING THE LOVELOCK MUNICIPAL CODE BY RENAMING AND REPEALING EXISTING CHAPTERS 23 THROUGH 27 AND ADOPTING A CONSOLIDATED CHAPTER 23 COMPREHENSIVE BUILDING AND CONSTRUCTION CODE ADOPTING BY REFERENCE CURRENT MODEL CODES AND LOCAL AMENDMENTS, ESTABLISHING A UNIFIED PERMIT PROCESS, WATER CONSERVATION REQUIREMENTS, UNSAFE BUILDING INSPECTIONS AND REMEDIATION PROVISIONS, AND PROVIDING FOR ENFORCEMENT AND PENEALTIES

A public hearing was held on a proposed ordinance amending the Lovelock Municipal Code by renaming and repealing existing Chapters 23 through 27 and adopting a consolidated Chapter 23 Comprehensive Building and Construction Code. The ordinance adopts by reference current model codes and local amendments, establishes a uniform permit process, includes water conservation requirements, provides procedures for unsafe building inspections and remediation, and sets forth enforcement and penalty provisions. For the record, City Attorney explained that the ordinance is intended to align the City's building codes with requirements under Nevada Revised Statutes (NRS) and conform to the building code amendments proposed by the Northern Nevada code council/development group, composed of public officials, building officials, and tradespersons. The Mayor opened the public hearing and invited public comment in person and via Zoom. No public comment was offered. Following the close of the public hearing, Council Member Skoglie offered a motion to approve the ordinance as presented.

Motion carried unanimously

CITY DEPARTMENTS FINANCIALS AND OTHER REPORTS REVIEW AND CONSIDERATION OF BUDGET REQUESTS PROPOSALS AND RECCOMENDASTIONS TO INCLUDE IN THE FISCAL YEAR 2026-2027 TENATIVE BUDGET

Council reviewed departmental financial information and preliminary budget requests and proposals for inclusion in the FY 2026–2027 tentative budget. Draft budget materials had been distributed to the Mayor and Council in advance of the meeting. Staff noted the following key points; the draft budget includes a proposed 5% salary increase for City employees. The disposal department budget reflects a slightly higher projected increase and includes a proposed \$1.00 per hour incentive for obtaining/maintaining a CDL. One remaining open item relates to the depreciation GL code 5043-5600; the projected future-year amount for FY 2026–2027 will be updated to \$42,400 once confirmed with the auditor. It was emphasized that this presentation was for preliminary review only, and that the tentative budget will return to the Council at a future meeting for formal consideration and approval in accordance with budget timelines. Council had no questions at this time. No formal action was taken, information only.

PROCLAMATIONS-AWARDS:

Mayor Wilcox read two correspondence items into the record:

1. Nevada Office of Emergency Management – Emergency Operations Plan Compliance
 - A letter from the Nevada Office of Emergency Management and Homeland Security acknowledged that the City of Lovelock had submitted an updated Emergency Operations Plan (EOP) as required by NRS 239C.250(3).
 - The EOP was certified as current and sufficient to meet the jurisdiction’s needs during emergencies and disasters, and the submission satisfies the 2025 annual requirement under statute.
 - The letter expressed appreciation for the City’s coordination and partnership in building a more resilient Nevada.
2. PEP (Parent Engagement Program) – Appreciation and Recognition
 - A letter from PEP expressed sincere appreciation to the City for its support in using proclamations recognizing National Bullying Prevention Month and Mental Health Awareness.
 - PEP noted the City’s commitment to raising awareness and supporting the well-being of children, youth, and families, and provided a 2025 “Hand in Hand – Together We Can” yearbook highlighting individuals who support children with disabilities.
 - The letter recognized the City of Lovelock as a partner helping to support the well-being and bright futures of families in Nevada.

These items were presented for information only; no formal action was taken.

BUSINESS LICENSES-BUILDING PERMITS-LIQUOR LICENSES-SPECIAL EVENTS LIQUOR LICENSES:

Deputy Clerk Stewart presented reports on building permits and business licenses. A building permits report for the month was provided, listing each permit issued, the plan check fee paid to Technical Designs, the City permit fee collected, and the total cost for each project. This allows the Council to see both the cost of outside plan review and the revenue retained by the City. A business licenses report for February and March was provided, summarizing new and renewed licenses, business types, license fees charged, and total revenue generated for the City. Deputy Clerk Stewart also noted that two significant upcoming permit applications are anticipated for larger projects, which are expected to generate additional permit activity and revenue. Stewart

stated she will begin providing these monthly reports on building permits and business licenses to the Mayor and Council on a regular basis.

No new liquor licenses or special events liquor licenses were presented for action at this meeting. This item was for information only; no formal action was taken.

MAYOR-COUNCIL-STAFF REPORTS-PROPOSALS:

Council Member Skoglie reported ongoing work on the upcoming WNDD dinner and training, noting, Planning is progressing well. Approximately 100 people are expected for dinner, with additional attendees anticipated for lunch and breakfast tied to the training the following day. Several activities are being planned, and a “basket of everything Lovelock” is being assembled, with more items coming in daily. Council member Skoglie shared due to weather/flight issues, they were ultimately unable to attend a previously scheduled trip (their flight was turned around in Las Vegas).

Council Member McKinney (via Zoom) stated she had no report.

Mayor Wilcox reported that City staff have been focused on day-to-day operations and multiple ongoing projects. The Mayor met for about three hours with the new County Manager, who appears to be a good fit and committed to cooperation between the City and County. The City is working on grants for new playground equipment and a splash pad. Discussions are underway with the hospital regarding community gardens, including whether they will be located at the hospital or within a City park.

Clerk Reitz reported ongoing work to ensure customers are correctly set up with the proper sewer account classifications, including calling and sending letters to landlords whose renters should be billed at full-service rather than standby rates. Notification to several businesses regarding prior incorrect billing, which should result in improved and additional revenue once corrected. A heightened focus on reviewing transactions and documentation, including Questioning any bills or receipts that are unclear or appear miscoded. Ensuring departments provide correct GL account numbers so expenses are charged to the proper departments. Clerk Reitz emphasized they are “watching the dollar” closely as funds move through the system, with the goal of improving accuracy and accountability in City finances. Appreciation was expressed for support and teamwork within the office

VOUCHERS, CLAIMS AND PAYROLL:

The Council reviewed the vouchers, claims, expenditures, and payroll presented for payment. Council member Skoglie offered a Motion to approve all vouchers, claims, expenditures, and payroll as presented.

Motion carried unanimously

PUBLIC COMMENT

Sandy Hyde asked how to access pending building permits. Staff responded that members of the public may review building permits by visiting the City Clerk’s office and requesting to see the permit files.

There being no further business, the meeting was adjourned at 6:19 pm until the next scheduled City Council meeting on April 01, 2026, at 5:30 pm.

Rodney J. Wilcox, Mayor

Nicole Reitz, City Clerk