

City of Elko)
County of Elko)
State of Nevada)

SS February 10, 2015

The City Council of the City of Elko, State of Nevada met for a regular meeting beginning at 4:00 p.m., Tuesday, February 10, 2015.

This meeting was called to order by Mayor Chris Johnson.

NOTE: The order of the Agenda has been changed to reflect the order business was conducted.

Mayor Present: Chris J. Johnson

Council Present: Councilwoman Mandy Simons
Councilman Robert Schmidlein
Councilman Reece Keener

Council Absent: Councilman John Rice

City Staff Present: Curtis Calder, City Manager
Ryan Limberg, Utilities Director
Dawn Stout, Administrative Services Director
Shanell Owen, City Clerk
Dale Johnson, Water/Sewer Superintendent
James Wiley, Parks and Recreation Director
Doug Gailey, Human Resources Manager
Dennis Strickland, Public Works Director
Mark Gibbs, Airport Director
Jeremy Draper, Development Manager
Dave Stanton, City Attorney
Jonnye Jund, Finance Manager
Matt Griego, Fire Chief
Ben Reed Jr., Police Chief
Bob Thibault, Civil Engineer
Ted Schnoor, Building Official
Diann Byington, Recording Secretary

ROLL CALL

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

Pursuant to N.R.S. 241, this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified as an item for possible action. **ACTION WILL NOT BE TAKEN**

There were no public comments.

APPROVAL OF MINUTES: January 27, 2015 Regular Session

The minutes were approved by general consent.

January 6, 2015 Special Session

The minutes were approved by general consent.

I. PERSONNEL

A. Employee Introductions:

- 1.) Dale Johnson, Water/Sewer Superintendent, Water Department
Present and introduced.
- 2.) Bob Thibault, Civil Engineer, Engineering Department
Present and introduced.

II. APPROPRIATIONS

- I. Review, consideration, and possible approval for Staff to enter into a Professional Services Agreement with Stantec Consulting Services, Inc. for preparation of an Environmental Assessment associated with the proposed Exit 298 Water Line, and matters related thereto. **FOR POSSIBLE ACTION**

The City submitted an application with the BLM for right-of-way through Section 18 in support of developing water service to the Exit 298 area. Stantec (formerly JBR Consulting) has completed a Cultural Survey and Wildlife Survey. Those surveys have been submitted to the BLM. The BLM is requesting the City complete an Environmental Assessment in support of the application. Stantec has submitted a proposal for completion of the Environmental Assessment. RL

Ryan Limberg, Utilities Director, explained the original plan was to run the waterline from Sundance to Exit 298. That would serve the early phases of development on the project. That has been approved in a prior budget for \$1.65 million. That required three private easements, as well as one from the Millers' which was part of the Artisan Agreement. We haven't had a lot of success on this front so a second option is to run a waterline a longer distance from Mountain City Highway down to Exit 298. That is actually the build-out plan. The city is currently working with BLM to acquire Section 18 property. If we wait until we acquire this property from BLM the city will own it and we won't need to do an environmental assessment (EA). The downside to this approach is acquiring that from BLM may take several years. The other option is to get the EA done now while BLM still owns the property and get their approval to run the waterline across their property. This timing is likely a lot sooner. The downside is that the cost is approximately \$60,000 and we will be coming back to council with the budget to discuss further expenditures at the Exit 298 area. If you want to extend the water up there this year, that will bump the cost from approximately \$1.65 million to \$2.75 million. There were Stantec

Representatives in the audience. Mr. Wilkinson has been involved in meetings with the BLM on this process.

Councilwoman Simons asked what makes the price go up.

Mr. Limberg answered the \$1.65 million would be running the waterline from the bottom of Sundance Drive over to Exit 298. If we went with the second option we would be running it all the way across Section 19 and Section 18 up to Mountain City Highway. We would have roughly another mile of pipeline and grading to put in.

Scott Wilkinson, Assistant City Manager, said as Mr. Limberg has already discussed, going through Section 18 with the waterline up to the State Route is the full build-out. The question is do we look at doing that sooner rather than later? Regardless of the timing of the acquisition of that section, we would probably be doing an EA anyway. The connection at Sundance provides us with some fire flow to get started at Exit 298 but it is not a long-term solution to the service needs in that area. We have been talking to JPL Investments as one of the property owners. Skivington is the second property owner and then an individual by the name of Burke is the third property owner. In conversations there are all in agreement but they haven't signed Grants of Easement as of today. It appears that JPL is motivated by the prospect of the City of Elko putting a waterline through the BLM property rather than crossing their property. There is some benefit to that if we have a waterline crossing that property. Both Skivington and JPL are shown as having annexation potential. That may not be something to consider today but in the future if you had a waterline, utilities and a roadway easement across that property that would be positives for consideration of annexation of the property. They are a bit motivated today because they see us as doing an EA today. Maybe we just do the total build-out of the waterline and we don't have that looping over to Sundance at all. We don't have a signed easement agreement today. They did execute that but there are some issues with the notary on that. Supposedly we are going to have that from JPL in a day or two. The next one would be Skivington and then Burke. Going through the EA we might get the right-of-way alignment for the waterline and Cattle Drive by mid to late summer. It will just take some time to write that. We did the cultural survey for the entire section. We did the wildlife survey for the entire section. Our intent was to show that we didn't need the EA but the BLM didn't agree with that. They want the full blown EA and it is just going to take several months to write that. We will also have to go back and do a weed survey along that right-of-way but we can't do that until early spring.

Mayor Johnson asked if the water connection is on Sundance, is an EA needed to get water to Exit 298. (no) So this is solely to get water from Mountain City Highway across Section 18.

Mr. Wilkinson said having the right-of-way granted today, it's not money being spent and wasted today, we will have that expenditure at some point in the future unless we own that property. We will need the right-of-way at some point just to do a total build-out and that is all contingent on the economics of the community and what the needs are at Exit 298.

Mayor Johnson noted they will need it to build-out Cattle Drive.

Councilman Schmidlein asked how long the assessment is valid for.

Mr. Wilkinson answered the assessment would be submitted and then the right-of-way would be granted in perpetuity.

Councilman Schmidlein asked if another study would be required down the road if there is no build-out.

Mr. Wilkinson answered no, we would have the right-of-way granted to the city and it would allow us to construct a roadway and utilities and that alignment in perpetuity.

Ben Veach, Civil Engineer at Stantec Consulting, 1165 E. Jennings, said the EA will cover the entire section. You need it to get the right-of-way in place and at some future point you will need that to acquire the property from the BLM. It will only need to be done once.

Mr. Wilkinson restated that all the surveys that have been completed have been for the entire section. We have set ourselves up to be able to support some type of action with Section 18 as we move forward.

**** A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to approve staff to enter into a Professional Services Agreement with Stantec Consulting Services for preparation of an Environmental Assessment associated with proposed Exit 298 waterline in the amount of \$62,800.**

The motion passed unanimously. (4-0)

IV. NEW BUSINESS

- A. Review and possible approval of an agreement with The Elko Hockey Association to Adopt-a-Street for litter collection in the public right-of-way on Silver Street between 9th Street and 14th Street, and matters related thereto. **FOR POSSIBLE ACTION**

The Elko Hockey Association is interested in volunteering their services for the Adopt-a-Street Program. This portion of right-of-way was previously adopted by The Boomtown Betty Bashers Roller Derby League of Elko. However, the Boomtown Betty Bashers are no longer in business, which makes this portion of right-of-way available. DS

Dennis Strickland, Public Works Director, explained Mrs. Lockie was present to represent the Elko Hockey Association. The action states that they would like to take this area over as the other group is defunct.

Mayor Johnson asked if there was an insurance requirement. (no) Do they have to buy a sign?

Mr. Strickland answered no, the city actually buys the signs for them. She has read the terms and conditions for the Adopt-a-Street program and they are in agreement for that.

**** A motion was made by Councilwoman Simons, seconded by Councilman Keener, to approve the Agreement with the Elko Hockey Association to Adopt-a-Street for litter collection on Silver Street between 9th and 14th Streets.**

The motion passed unanimously. (4-0)

II. APPROPRIATIONS (Cont.)

- H. Review, consideration, and possible approval for Staff to enter into a Professional Services Agreement with Konakis Engineering for the design of a shared use pathway from Pinion Road to Errecart Boulevard, and matters related thereto.
FOR POSSIBLE ACTION

At the September 23, 2014 Council meeting, a waiver was approved along this section of Lamoille Highway with a requirement that an asphaltic multi-use pathway be constructed. Lamoille Highway is an NDOT right-of-way and this section is encumbered by a floodplain. In an effort to coordinate the permitting for this project through NDOT and FEMA, the entire section should be designed as a single project. Construction of the shared-use pathway would be completed by the adjacent property owners as required per code. JD

Jeremy Draper, Development Manager, explained last year we had a waiver brought before council for some curb, gutter and sidewalk along the Tower Hill Subdivision which is off Stitzel. That waiver was granted and the shared use pathway was chosen for pedestrian access. They requested a proposal from Konakis Engineering to come up with the design. One concern they have had on this was that it is in NDOT's right-of-way and in FEMA floodplain. We felt we could do the engineering and design for this and as the area develops we can give the design plans to the developers to construct the pathway on their frontage. It is on the bike and pathway plan to do this.

Councilman Schmidlein asked if we were only approving the design phase at this time.

Mr. Draper answered that is correct. If a CLOMR is required we will bring that back at a later date. It is unknown at this time what the impact will be.

Councilman Keener asked in the future, if that is developed, will there be any liability if someone crosses the street

Mr. Draper answered they don't anticipate any pedestrians crossing the highway to use the pathway unless they are at the signalized intersection.

**** A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to approve staff to enter into a Professional Services Agreement with Konakis Engineering for the design of the shared use pathway along Lamoille Highway from Pinion Road to Errecart Boulevard.**

The motion passed unanimously. (4-0)

I. PERSONNEL

- B. Review, consideration, and possible approval of the City of Elko Credit Card Program Policy and Procedures Manual, and matters related thereto. **FOR POSSIBLE ACTION**

The Finance Department has had requests from various departments for credit cards for employee use for City business transactions. In addition, some of the purchases the City makes can only be done on-line requiring a credit card to complete the purchase. This policy regulates both the issuance and use of City issued credit cards. If approved, we will bring back a list of employees requiring a credit card with recommended credit limits per employee. DS

Dawn Stout, Administrative Services Director, explained with the internet and online transactions, the use of the credit card has gone up significantly. All credit card requests go through her and it has become burdensome. Jonnye Jund has come up with this policy and she felt it was good. There is language in there as to the consequences if the credit card is not used appropriately.

Councilman Schmidlein thought from a business standpoint it will allow the city to run more efficiently.

Ms. Stout said they have been resistant to it because of issues they have heard of from other agencies.

Councilman Keener said they should include entertainment as being prohibited.

Ms. Stout said that can be included on the list. Employees that are issued credit cards will be required to sign a document saying they have read the document, they understand it and what the consequences are.

**** A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to accept the City of Elko Credit Card Program Policies and Procedures Manual with the addition under the misuse heading, the addition of entertainment.**

The motion passed unanimously. (4-0)

- C. Review, consideration, and possible approval of an Emergency Appointment of a Full-Time Building Inspector, effective February 16, 2015, and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko Building Department Inspection Team is comprised of one (1) Full-Time Building Inspector, one (1) Part-Time Building Inspector, and one (1) Temporary Contract Building Inspector. Due to an unanticipated absence of our Full-time Building Inspector, the Building Official has requested that the Temporary Contract Building Inspector be appointed as a Full-Time City of Elko Building Inspector.

Current policy allows for a sixty (60) day emergency appointment. The additional cost to the City is estimated to be less than \$3,000 for the sixty (60) day emergency appointment. If approved, City Staff will evaluate the necessity of continuing the position during the FY 2015/2016 Budget Process. CC

Curtis Calder, City Manager, explained that with the absence of Christine we felt it was important to have a City of Elko employee doing the inspections. Currently the contract building inspector is employed through American Staffing but due to the liability involved we want an employee in the field.

Doug Gailey, Human Resources Manager, asked if that would include insurance.

Mr. Calder answered yes. This will be inclusive of all benefits that a full-time employee would be entitled to.

Mr. Gailey suggested making this effective the 17th because the 16th is a holiday.

Councilman Schmidlein asked if this was just a temporary full-time position.

Mr. Calder answered it is right now and we are waiting to see how things pan out with the other employee to see when she will actually be back. We will have this discussion during our budget workshops. At this juncture we don't want to do anything that would slow up development in the city. For now we should be okay but we will be evaluating it over the next couple of weeks.

**** A motion was made by Councilwoman Simons, seconded by Councilman Keener, to approve the emergency appointment of Mr. Jeff Ward as a full-time building inspector effective February 17, 2015.**

The motion passed unanimously. (4-0)

II. APPROPRIATIONS (Cont.)

- C. Review, consideration, and possible authorization for Staff to apply for Airport Improvement Project (AIP) Grant 45, Airport Master Plan with AGIS Survey, and matters related thereto. **FOR POSSIBLE ACTION**

On January 15, 2015, Council awarded a Five-Year Airport Planning Contract to Jviation, Inc. Elko Regional Airport has been asked by the FAA Phoenix Airports District Office to complete an Airport Master Plan with AGIS survey in 2015. Any grant offer from the Federal Aviation Administration will be brought back to Council for consideration and possible acceptance. MG

Mark Gibbs, Airport Director, explained this item has been brought up to council in various stages for its oversight. In this case he has to navigate Federal and local regulations. He had to go out to solicitation to find a planning firm that would be willing to participate as a five year planning firm. Council approved it. Then we got the bid numbers for the cost of the Master Plan which the FAA is asking for. That was also brought to council and approved. We are required by federal law to have an independent fee estimate conducted on that project which was also brought to City Council. He hasn't brought the actual grant to council yet. This is an entitlement

grant. As long as congress approves the budget we would have the funds to use towards the Master Plan.

Councilman Keener asked what is an AGIS survey.

Mr. Gibbs answered it is called an Airports Geographical Information Survey. We have a GIS department at the Airport but it is a black hole because we have no GIS information within the city, but the FAA is requiring all commercial airports across the United States to undertake this survey. They collect high resolution ortho aerial photos as well as LIDAR which gives terrain ground mapping around the airport facility. They build a detailed electronic airport layout plan. Instead of paper maps they are moving towards a digital space.

Councilman Schmidlein asked if this was the first segment to obtaining grants for the actual five-year master plan but this is just the survey portion of it.

Mr. Gibbs said that was incorrect. The Planning Services Contract doesn't mean we have to have a planning project for each and every year of that five year program. We grant those in five year increment periods. The master plan is expected to only take one year.

Mayor Johnson said he thought this was in addition to the cost of the master plan. Did we approve the Master Plan at \$483,000?

Mr. Gibbs answered the cost was \$453,000 and nothing has changed. This is a formality to apply for the grant and the cost has not gone up.

Councilman Schmidlein asked if the FAA has this in their contract.

Mr. Gibbs answered that Aviation has this in their contract. Every AIP contract, historically, we come to city council so you have proper oversight function over it. One of the actions we take with City Council is permission to apply for the federal grant.

Mr. Calder clarified that we are requesting authorization to apply for the grant. Assuming the federal budget is approved they will be sent us a grant award. That award will be brought back to council. This item is different than the next item because we know what the cost will be.

Mayor Johnson felt there have been a lot of steps to get to this point.

Mr. Calder said the FAA requires that we do all of this first. There will be one more step in the process but we have to comply with FAA regulations.

**** A motion was made by Councilman Keener, seconded by Councilwoman Simons, to authorize staff to apply for Airport Improvement Project Grant 45 for the Airport Master Plan with AGIS survey at the Elko Regional Airport.**

The motion passed unanimously. (4-0)

- D. Review, consideration, and possible authorization for Staff to apply for Airport Improvement Project (AIP) Grant 46, Runway 5/23-Runway and Taxiway Connector Rehabilitation, and Shoulder Paving Project, and matters related thereto. **FOR POSSIBLE ACTION**

Airport Improvement Project Grant Awards are based upon the outcome of competitive bid solicitations. Any grant offer from the Federal Aviation Administration will be brought back to Council for consideration and possible acceptance. MG

Mr. Gibbs explained this is another part of our internal procedures when applying for a bid. The engineer estimates that are coming in for this job are at \$8,485,000. It is at approximately 5,400 feet segment of the middle portion of our main commercial runway which will involve a closure of that runway. The anticipated match would be \$530,312.50. That is a 6.25% match. The grant itself is going to be applied for \$9,817,500. We don't know what the bids are going to come in at because we haven't gone through the bidding process.

**** A motion was made by Councilwoman Simons, seconded by Councilman Keener, to authorize staff to apply for the Airport Improvement Project Grant 46 for the Runway 5/23-Runway and Taxiway Connector Rehabilitation and Shoulder Paving Project at the Elko Regional Airport.**

The motion passed unanimously. (4-0)

- E. Consideration and possible authorization for Staff to solicit bids for Airport Improvement Project (AIP) Grant 46, Runway 5/23-Runway and Taxiway Connector Rehabilitation, and Shoulder Paving Project, and matters related thereto. **FOR POSSIBLE ACTION**

The Federal Aviation Administration and the Nevada Department of Transportation have both separately determined that the middle 5,400 feet of Runway 5/23 is failing with a score ranging from 11-25 out of 100; with 100 being a brand new, full strength pavement score. The existing asphalt pavement is past its usable life and has shown significant signs of distress including cracking and spalling. The Federal Government has agreed to provide up to \$9,817,500 in matching money to replace the sections of failing runway. The Engineer's estimated probable cost of construction is \$8,485,000. The FAA will fund the grant "based on bids". MG

Mr. Gibbs explained this is the largest project the airport has undertaken since the new terminal building, we would like to be aggressive on the bids and get the project underway. We are moving fast in obtaining bids. Our bid advertisement date is scheduled to be February 26, 2015 with a bid opening date of March 26, 2015. Before the construction season gets underway we should have a very good indication on what the local match is going to be and who the contractor firm will be for this large project.

Mr. Calder added the timing of this will allow us to work in all of the required matches into the upcoming fiscal year budget. You will see these items in the budget workshops and staff will be budgeting appropriately to make those matches happen.

Councilman Schmidlein felt this is the best time to do this.

Councilman Keener said he was at the airport in the late summer and inspected the runway with Mr. Gibbs. The runway needs attention. It will be good to get this repaired.

**** A motion was made by Councilwoman Simons, seconded by Councilman Keener, to authorize staff to solicit bids for the Replacement of Runway 5/23-Runway and Taxiway Connector Rehabilitation and Shoulder Paving Project at the Elko Regional Airport.**

The motion passed unanimously. (4-0)

- F. Review, consideration, and possible award of One (1) New Hooklift Mounted Asphalt Patch Body, for the Street Department, and matters related thereto. **FOR POSSIBLE ACTION**

Bids were received until 3:00 p.m. on January 30, 2015. DS

Dennis Strickland, Public Works Director, explained since we had our bid opening the low bidder has withdrawn their bid. Staff recommended awarding the base bid only to Courson Equipment Company.

Councilman Keener asked why the bid was withdrawn.

Mr. Strickland explained they had some past experience with the manufacturer that the sales company was representing. It was not a good experience. He had actually started working with Mr. Stanton, City Attorney, to lay the foundation to reject the low bid but after speaking to the sales person who had never sold this type of equipment before, the sales person decided he didn't want to sell anything to us that we would be unhappy with.

Councilwoman Simons said it seems that this company provides a product at a very low price but the maintenance on the product is high and the customer service is poor. In the end the equipment isn't a good value.

Councilman Keener asked if they were looking for any of the additives.

Mr. Strickland answered due to budgetary restraints they only want to award the base bid.

**** A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to award the bid for One (1) New Hooklift Mounted Asphalt Patch Body to Courson Equipment Company out of Carson City in the amount on the base bid only of \$120,625.**

The motion passed unanimously. (4-0)

- G. Review, consideration, and possible issuance of final acceptance for the Manzanita Lane Improvement Project, and matters related thereto. **FOR POSSIBLE ACTION**

This project has been completed and Staff is recommending issuance of final acceptance. The total project cost (including change orders) was \$641,034.92. There were 2 Change Orders for the project: Change order No.1 involved Water Department related work at a cost of \$22,037.23; Change Order No. 2 was work requested by the Street Department at a cost of \$34,349.69 and should be paid from the Capital Construction Budget. RL

**** A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to issue final acceptance for the Manzanita Lane Improvement Project.**

The motion passed unanimously. (4-0)

III. SUBDIVISIONS

- A. Review, consideration, and possible acceptance of public improvements for Autumn Colors Phase 2, and matters related thereto. **FOR POSSIBLE ACTION**

Council approved the Final Map for Autumn Colors on July 23, 2013, an Agreement to Install Improvements and Performance Guarantee was entered into on January 17, 2014. The developer has substantially completed the public improvements in accordance with the approved plans. The City is in receipt of the required certification of the project by the Engineer of Record. The developer will post a maintenance bond with the City for the twelve month maintenance period upon acceptance of the public improvements. JD

Jeremy Draper, Development Manager, explained this is Autumn Colors and they are moving right along. They plan to start Phase 3 soon.

**** A motion was made by Councilwoman Simons, seconded by Councilman Keener, to accept Autumn Colors Phase 2 public improvements.**

The motion passed unanimously. (4-0)

IV. NEW BUSINESS (Cont.)

- B. Review, consideration, and possible approval of a request from Don and Carol Cox to renew and/or extend the term of their T-Hangar Lease Agreement, and matters related thereto. **FOR POSSIBLE ACTION**

Don and Carol Cox's T-Hangar Lease on Hangar B11 Agreement will expire on June 30, 2015. The City of Elko has an established past practice of renewing and/or extending T-Hangar Leases that have previously expired, as long as the leases have remained in good standing. Additionally, airport ground leases of less than one-half an acre are no longer subject to appraisal/auction process for cities whose population is less than 25,000 (NRS 496.080). MG

Mark Gibbs, Airport Director, explained this was tenant initiated and he is following their request to renew the hangar lease.

**** A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to approve a 20-Year T-Hangar Lease Extension to Don and Carol Cox.**

The motion passed unanimously. (4-0)

- C. Review, consideration, and possible approval of a request from Michael and Pamela Lattin to renew and/or extend the term of their T-Hangar Lease Agreement, and matters related thereto. **FOR POSSIBLE ACTION**

Michael and Pamela Lattin's T-Hangar Lease Agreement for airport hangar B12 will expire on June 30, 2015. The City of Elko has an established past practice of renewing and/or extending T-Hangar Leases that have previously expired, as long as the leases have remained in good standing. Additionally, airport ground leases of less than one-half an acre are no longer subject to appraisal/auction process for cities whose population is less than 25,000 (NRS 496.080). MG

Mr. Gibbs said he made an error in addressing the hangar owner of T-Hangar B12 as Mike and Pam Lattin. The lease has been reassigned to Great Basin Engineer Contractors. He will bring this one back with the corrected hangar assignee.

Councilman Schmidlein disclosed that Pam and Mike Lattin are his partners in business. He recused himself from voting.

Mayor Johnson felt it would be best to just let this come back to council as Great Basin Engineering.

NO ACTION

- D. Review, consideration, and possible approval of a request from Jeffrey Dalling to renew and/or extend the term of his T-Hangar Lease Agreement, and matters related thereto. **FOR POSSIBLE ACTION**

Jeffrey Dalling's airport B1 Hangar Lease Agreement will expire on June 30, 2015. The City of Elko has an established past practice of renewing and/or extending T-Hangar Leases that have previously expired, as long as the leases have remained in good standing. Additionally, airport ground leases of less than one-half an acre are no longer subject to appraisal/auction process for cities whose population is less than 25,000 (NRS 496.080). MG

**** A motion was made by Councilwoman Simons, seconded by Councilman Keener, to approve a 20-Year Conventional Hangar Lease Extension to Jeff Dalling.**

The motion passed unanimously. (4-0)

- E. Review, consideration, and possible approval of a Consent Agenda Policy, and matters related thereto. **FOR POSSIBLE ACTION**

On April 11, 1989, the City of Elko Board of Supervisors approved a “Consent Agenda” category for City of Elko Board of Supervisor Meetings. Although the “Consent Agenda” category has not been utilized for many years, Staff believes that limited use of a “Consent Agenda” will enhance efficiency. A copy of the proposed policy has been included in the agenda packet for review. CC

Curtis Calder, City Manager, explained the proposed policy is short. It will go through a vetting process as they prepare the agenda. If he feels there is an item that needs more discussion than what a consent agenda would even offer he will pull it out of the consent agenda. This policy states that if any of the council members feel uncomfortable with an item on the consent agenda, they can request that be pulled, discussed and voted on separately.

Councilman Keener asked if there were 12 items and he had a conflict with a party on one of the items. Does he disclose the conflict and still vote on the consent agenda?

Dave Stanton, City Attorney, said that item could be pulled from the consent agenda to be voted on separately.

**** A motion was made by Councilman Keener, seconded by Councilwoman Simons, to approve the Consent Agenda Policy.**

The motion passed unanimously. (4-0)

V. PETITIONS, APPEALS, AND COMMUNICATIONS

- A. Ratification of the Police Chief issuing a 30-day temporary retail and catering liquor license to Ginny Diaz, dba Sinfully Delicious, located at 780 W Silver Street, Suite 106, Elko, NV 89801, and matters related thereto. **FOR POSSIBLE ACTION**

Ben Reed, Jr, Police Chief, requested no action or table the item. This item had not been agenda'd correctly.

NO ACTION

II. APPROPRIATIONS (Cont.)

- A. Review and possible approval of Warrants. **FOR POSSIBLE ACTION**

Mayor Johnson noted he had one item in the warrants for Charles Chester Plumbing.

Matt Griego, Fire Chief, explained that Chester Plumbing was called in as an emergency repair.

Mayor Johnson asked how to handle this one. Should it be handled like Print ‘N Copy’s warrants?

Mr. Stanton agreed it should be handled the same way.

**** A motion was made by Councilwoman Simons, seconded by Councilman Schmidlein, to approve all warrants but the Charles Chester Plumbing charge.**

The motion passed unanimously. (4-0)

- B. Review and possible approval of Print ‘N Copy Warrants. **FOR POSSIBLE ACTION**

**** A motion was made by Councilman Schmidlein, seconded by Councilwoman Simons, to approve the Print ‘N Copy warrants.**

The motion passed. (3-0 Councilman Keener abstained.)

VII. REPORTS

- A. Mayor and City Council
*Councilman Keener visited the Sewer Department last week and thanked staff for the visit.
Mayor Johnson received a text from Senator Goicoechea regarding the airport bill and a possible hearing on Friday. Today is Charles Chester’s birthday; he is 89.*
- B. City Manager – 2015 Legislative Update
Curtis Calder gave a brief Legislative update. We have been invited to the Assembly Government Affairs Committee on Thursday.
- C. Assistant City Manager
- D. Utilities Director
- E. Public Works
- F. Airport Director – SkyWest Airlines Meeting
Mark Gibbs reported on the SkyWest Airlines meeting in St. George last week. He will make himself available to go to Reno for the Legislative Session hearing. He just got off the phone with the Editor for Northern Nevada Business Weekly Magazine. He will be taking out a one page article on Elko’s air service initiative in that magazine.
- G. City Attorney
- H. Fire Chief – Elko Fire Protection District Mutual and Automatic Aid Agreements
Matt Griego gave an update on the on-going negotiations with Elko County regarding the Mutual/Auto aid areas.
- I. Police Chief
Chief Reed reported on the Attorney General’s Law Enforcement Summit he attended in Carson City last week.
- J. City Clerk
- K. City Planner
- L. Development Manager – Police Station Project Update
Jeremy Draper advised the bids for the Police Station will be opened this Thursday. We are hoping to get some good bids. Curtis Calder added we now own the property as of this afternoon.
- M. Administrative Services Director – Consolidated Sales Tax Update

Dawn Stout reported on the most recent Sales Tax information (Exhibit "A") and the budget process schedule (Exhibit "B").

- N. Parks and Recreation Director
James Wiley reported that due to the nice weather we are starting the process to open the golf course earlier this year.
- O. Civil Engineer
- P. Building Official

Councilman Keener asked about an invite that Rick Magness sent out and wanted Council involved with. Mark Gibbs said it is the writer for the Delta Sky Magazine destination article.

Curtis Calder said that if any council members want to meet with the writer, be here at 10:30 am tomorrow morning.

VI. 6:00 P.M. PUBLIC HEARINGS

- A. Second reading, public hearing and possible adoption of Ordinance No. 790, an ordinance increasing the corporate limits of the City of Elko, Nevada, pursuant to the provisions of N.R.S. 268.670 annexing thereto a certain tract of land partially contiguous to and not embraced within the present limits of the City of Elko described as follows: a parcel of land located approximately 360 feet west of the intersection of E. Idaho Street and Youth Center Road in Section 36, T. 35 N., R. 55 E., M.D.B. & M., Elko County, Nevada, consisting of 40.86 acres, more or less, filed by the Emma Joyce Payne Revocable Trust, Virginia F. Decker, Robert L. Byrne, Lloyd B. Austin, Susan J. Charron, and Deborah D. Koch and processed as Annexation No. 1-14, and matters related thereto. **FOR POSSIBLE ACTION**

Council accepted the petition for the subject annexation on June 10, 2014, and directed Staff to continue with the annexation process by referring the matter to the Planning Commission. The Planning Commission considered the annexation on July 1, 2014, and took action to forward a recommendation of approval with findings back to Council. Council conducted first reading of this Ordinance on January 27, 2015, and directed Staff to set the matter for second reading, public hearing, and possible adoption. RM

Mayor Johnson called for public comment without a response.

**** A motion was made by Councilman Schmidlein, seconded by Councilman Keener, to conduct Second Reading and adopt Ordinance No. 790.**

The motion passed unanimously. (4-0)

- B. Review, consideration, and possible approval of Resolution No. 05-15, a resolution authorizing an interfund loan from the Recreation Fund to the Youth Recreation Fund in an amount not to exceed \$50,000, and matters related thereto. **FOR POSSIBLE ACTION**

As of September 19, 2014, and for each accounting period following, the Youth Recreation Fund has experienced a negative cash balance due to reduced revenues being received into the fund. Pursuant to NRS 354.6118, "interfund loan" means a loan of money for a term of less than 1 year from a fund to meet an immediate obligation of another fund in advance of receipt by the borrowing fund of sufficient revenues from regular sources. Funds of the City cannot have a negative cash balance for any extended period of time during the fiscal year. As the Youth Recreation Fund has experienced a significant reduction in revenues due to reduced participation in some programs it has seen a reduction of overall cash in the fund requiring an interfund loan. DS

Dawn Stout, Administrative Services Director, explained at the last meeting there was a resolution to raise some of the fees in the Youth Recreation Fund. The term is Youth Recreation but we took on the adult leagues and never changed the name of the fund. She has been monitoring the fund for some time. We didn't bring this prior because we didn't know what we were going to do to bring the fund balance back up. When we start seeing increases in revenues hopefully we will see the deficit go down. This fund has always had transfers from the Recreation Fund but we have seen a reduction in revenues. This is a no-interest loan at this time.

Councilwoman Simons asked how much of this is the after school program.

Ms. Stout answered they have lost about 60% of the Youth Recreation Fund and a significant portion of it is the after school program.

Mayor Johnson asked will the city look at reducing staff.

Ms. Stout answered that might ultimately happen. Our first reaction was to look at the rates. We need to see how that will change the fund before we make other decisions.

Mayor Johnson called for public comment without a response.

**** A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to approve Resolution No. 5-15.**

The motion passed unanimously. (4-0)

COMMENTS BY THE GENERAL PUBLIC

Pursuant to N.R.S. 241, this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified as an item for possible action. **ACTION WILL NOT BE TAKEN**

There were no public comments.

There being no further business, Mayor Chris Johnson adjourned the meeting.

Mayor Chris Johnson

Shanell Owen, City Clerk