



CITY OF ELKO  
 CITY MANAGER  
 1751 COLLEGE AVENUE  
 ELKO, NEVADA 89801  
 (775) 777-7110/FAX (775) 777-7119

The Elko City Council will meet in regular session on Tuesday, June 12, 2018

Elko City Hall, 1751 College Avenue, Elko, NV 89801, at 4:00 P.M., P.D.T.

Attached with this notice is the agenda for said meeting of the Council.

In accordance with NRS 241.020, the public notice and agenda was posted on the City of Elko Website, <http://www.elkocitynv.gov/>, the State of Nevada's Public Notice Website, <https://notice.nv.gov/>, and in the following locations:

**ELKO COUNTY COURTHOUSE**  
 571 Idaho Street, Elko, NV 89801  
 Date/Time Posted: June 7, 2018 at 8:50 a.m.

**ELKO COUNTY LIBRARY**  
 720 Court Street, Elko, NV 89801  
 Date/Time Posted: June 7, 2018 at 9:00 a.m.

**ELKO POLICE DEPARTMENT**  
 1448 Silver, Elko NV 89801  
 Date/Time Posted: June 7, 2018 at 8:40 a.m.

**ELKO CITY HALL**  
 1751 College Avenue, Elko, NV 89801  
 Date: Time Posted: June 7, 2018 at 8:30 a.m.

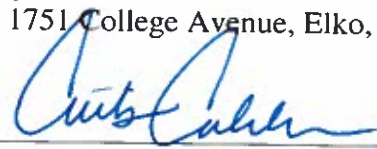
Posted by: <u>Kim Wilkinson</u>	<u>Administrative Assistant</u>	
Name	Title	Signature

The public may contact Kim Wilkinson by phone at (775)777-7110 or email at [kwilkinson@elkocitynv.gov](mailto:kwilkinson@elkocitynv.gov) to request supporting material for the meeting described herein. The agenda and supporting material is available at Elko City Hall, 1751 College Avenue, Elko, NV or on the City website at <http://www.elkocitynv.gov/>

*Dated this 7<sup>th</sup> day of June, 2018*

**NOTICE TO PERSONS WITH DISABILITIES**

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Elko City Council, 1751 College Avenue, Elko, Nevada 89801, or by calling (775) 777-7110.

  
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 Curtis Calder, City Manager

**CITY OF ELKO**  
**CITY COUNCIL AGENDA**  
**REGULAR MEETING**  
**4:00 P.M., P.D.T., TUESDAY, JUNE 12, 2018**  
**ELKO CITY HALL, 1751 COLLEGE AVENUE, ELKO, NEVADA**

**CALL TO ORDER**

The Agenda for this meeting of the City of Elko City Council has been properly posted for this date and time in accordance with NRS requirements.

**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**

**APPROVAL OF MINUTES:      May 22, 2018              Regular Session**

**I.      PRESENTATIONS**

- A.      Reading of a proclamation by the Mayor in recognition of the month of June 2018 as Men's Health Month, and matters related thereto. **INFORMATION ONLY – NON-ACTION ITEM**
  
- B.      Brief presentation and possible acceptance of a renewal proposal from Nevada Public Agency Insurance Pool (POOL), and approval of invoice for payment from FY 2018/2019 Funds in the amount of \$423,448.56, and matters related thereto. **FOR POSSIBLE ACTION**

As a member of the Insurance Pool, the City of Elko owns a share of the equity that forms the basis for its financial strength.

Your agenda packet includes an overview of coverage offered for the following fiscal year. The City of Elko's total program costs for FY 2018/2019 are \$423,448.56, which now includes environmental liability coverage and represents a 1.5% increase over the current year. CC

## II. CONSENT AGENDA

- A. Review, consideration, and possible approval of the revised Sick Leave Policy, Chapter 6.3 of the City of Elko Personnel Policy Manual and matters related thereto. **FOR POSSIBLE ACTION**

The Sick Leave Policy has been revised to include additional family members in the list of eligible criteria for sick leave usage. AB

- B. Review, consideration, and possible approval of the revised position description for WRF Operator in Training, and matters related thereto. **FOR POSSIBLE ACTION**

The WRF Operator in Training position description has been revised and updated to more accurately reflect the requirements and qualifications of the position, and to comply with updated position description standards as recommended by POOL/PACT. AB

- C. Review, consideration, and possible ratification of the Elko Police Department's application for the 2018 Bullet Proof Vest Partnership Grant through the Department of Justice, Office of Justice Program. The grant, a 50/50 match grant, is valued at four-thousand, five hundred dollars (\$4,500.00), and matters related thereto. **FOR POSSIBLE ACTION**

On May 25, 2018, the Elko Police Department applied for the 2018 Bulletproof Vest Partnership Grant. The grant funds would be used to replace expired bulletproof vests and supply bulletproof vests to newly hired officers. This grant had an application deadline of May 31, 2018.

Bulletproof vests are mandatory personal protective equipment (PPE) for all police officers. The vests have an approximate life span of five (5) years. In 2018/19 the Elko Police Department intends to replace ten (10) expired vests and issue vests to newly hired officers, at a cost of approximately nine thousand dollars (\$9,000.00). The Elko Police Department has applied for and utilized this half-match grant for over fifteen (15) years. BR

## III. PERSONNEL

- A. Employee Introductions:
- 1.) Makayla Galindo, Police Records Technician I, Police Department
  - 2.) Mandiee Ferguson, Recreation Coordinator, Recreation Department

- B. Appointment of Ms. Kelly Wooldridge as the City Clerk for the City of Elko, effective June 18, 2018, and matters related thereto. **FOR POSSIBLE ACTION**

During the May 22, 2018 Council Meeting, Council selected Ms. Kelly Wooldridge for the position of City Clerk and authorized a formal job offer to be made. Staff is pleased to report that the job offer was accepted. AB

- C. Review, consideration, and possible approval of the City Clerk Department to overlap the City Clerk position for a maximum of three (3) weeks in order to train the new City Clerk, and matters related thereto. **FOR POSSIBLE ACTION**

Shanell Owen, the current City Clerk, has announced her retirement from the City of Elko effective July 6, 2018. Staff is seeking Council permission to start Ms. Owen's replacement in advance of her retirement date (maximum overlap of 3 weeks). Ms. Kelly Wooldridge has confirmed her availability to start her new position as City Clerk with the City of Elko, effective June 18, 2018. Staff is requesting approval to allow Ms. Wooldridge to be hired on June 18, 2018 to allow for training by Ms. Owen. AB

#### IV. APPROPRIATIONS

- A. Review and possible approval of Warrants, and matters related thereto. **FOR POSSIBLE ACTION**
- B. Review and possible approval of Print n Copy Warrants, and matters related thereto. **FOR POSSIBLE ACTION**
- C. Review and possible approval of Great Basin Engineering Warrants, and matters related thereto. **FOR POSSIBLE ACTION**
- D. Review, consideration, and possible award of the Public Works Department Preventive Maintenance Project 2018, to apply Micro Slurry Seal to select City streets, and matters related thereto. **FOR POSSIBLE ACTION**

At the April 24, 2018 meeting, Council authorized Staff to solicit bids for the Preventive Maintenance Project 2018. Bids were received until 3:00 p.m. on June 7, 2018. DS

- E. Review, consideration, and possible issuance of final acceptance for the WRF Reuse Water Fill Station, and matters related thereto. **FOR POSSIBLE ACTION**

The project is complete. There were two change orders required. The first change order was \$14,224.92. The subgrade material was unsuitable to construct on and had to be removed and replaced with suitable structural material and geotextile fabric. The second change order was \$1,339.84. This additional cost was for installing a drain on the fill stand, which was inadvertently missed when the project was bid. RL

- F. Review and possible approval of Airport Liability Insurance Policy for FY 2018/2019, and matters related thereto. **FOR POSSIBLE ACTION**

LP Insurance Services, Inc. has competitively sought airport liability insurance for this coming fiscal year. Based on quotes received, the lowest quote was AIG Aerospace, who is also our current provider, with a premium of \$8,853/year for the

same coverage we currently receive. Last year AIG Aerospace provided the same coverage amount for \$7,338.00/ year. JF

- G. Amendment No. Fifteen (15) to Contract Dated January 14, 2014 Between Jviation, Inc., and the City of Elko, Nevada, and matters related thereto. **FOR POSSIBLE ACTION**

This item is to amend the current contract between The City of Elko and Jviation, Inc., Jviation contract amendment No. 15 will cover fees associated with Airport Improvement project (AIP) 49, including engineering and design services. JF

- H. Review, consideration, and possible award of the bid for the Outfield Fencing associated with Elko Sports Complex Project, and matters related thereto. **FOR POSSIBLE ACTION**

Bids were received until 3:00 p.m. on June 8, 2018. A complete bid tabulation will be provided for consideration. JW

- I. Review, consideration, and possible award of the bid or, in the alternative, direction to Staff to rebid the Comfort Station construction contract associated with Elko Sports Complex Project, and matters related thereto. **FOR POSSIBLE ACTION**

Bids were received until 3:00 p.m. on June 4, 2018. Two bids were received. A complete bid tabulation is provided in your packet. Both bids indicate that the General Contractor will be completing less than 50% of the work. Staff previously removed the standard clarifying language shown in Exhibit 4 – DESIGNATION OF SUBCONTRACTORS, stipulating that the prime contractor must perform at least 50% of the work, which is an Orange Book requirement. Although there is a reference to the Orange Book in the bid documents, the intention was to remove the “50% of the work” requirement for the prime contractor and nowhere in the bid documents is this requirement specifically stated. As an additional matter, with respect to the qualification requirement in the bid documents, despite not indicating experience with building construction projects specifically, Staff has determined that the apparent low bidder, Granite Construction, meets the qualification requirements. Staff believes that the project information submitted with the bid demonstrates significant experience in management of public works projects and elements of those projects, such as utility installation and structural work that are sufficiently similar to the Comfort Station project to satisfy the qualification requirement. SAW

- J. Review, consideration, and possible approval of a Line Extension Agreement between Sierra Pacific Power Company, d/b/a NV Energy and the City of Elko, for the provision of electric facilities for the Elko Sports Complex, for a total contract amount of \$38,981, and matters related thereto. **FOR POSSIBLE ACTION**

A copy of the proposed Line Extension Agreement has been enclosed in the agenda packet for review. A credit of \$2,000 has been applied, leaving a balance of \$36,981, due and payable upon execution of the Agreement. BT

## V. SUBDIVISIONS

- A. Review, consideration, and possible action to conditionally approve Final Plat No. 2-18, filed by Autumn Colors, LLC., for the development of a subdivision entitled Autumn Colors Estates, Phase 5 involving the proposed division of approximately 5.85 acres of property into 21 lots for residential development within the R (Single Family and Multiple Family Residential) Zoning District and 20 lots for townhome development within the CT (Commercial Transitional) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

Subject property is located generally northeast of the intersection of Mountain City Highway and Cattle Drive (APN 001-01F-316). Preliminary Plat was recommended to City Council to conditionally approve by Planning Commission June 5, 2012 and conditionally approved by City Council June 26, 2012. Phase 5 is the final phase of Autumn Colors Estates. The Planning Commission considered this item on February 6, 2018 and took action to forward a recommendation to City Council to conditionally approve Final Plat 2-18. CL

- B. Title: Review, consideration, and possible action to conditionally approve Final Plat No. 8-18, filed by Parrado Partners LP., for the development of a subdivision entitled Great Basin Estates, Phase 2 involving the proposed division of approximately 13.907 acres of property into 19 lots for residential development and 1 remaining lot within the R (Single Family and Multiple Family Residential) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

Subject property is located generally northeast of Flagstone Drive between Opal Drive and Clarkson Drive (APN 001-633-030). Preliminary Plat was recommended to Council to conditionally approve by Planning Commission May 3, 2016 and conditionally approved by Council May 24, 2016. The Planning Commission considered this item on February 6, 2018, and took action to forward a recommendation to Council to conditionally approve Final Plat 2-18. CL

## VI. NEW BUSINESS

- A. Review, consideration, and possible approval of a First Amendment to the Lease Agreement with C-A-L Stores Companies, Inc., and matters related thereto. **FOR POSSIBLE**

The Lease Agreement was approved by Council on April 24, 2018, in accordance with the provisions of NRS 268.064, including adoption of Resolution No. 11-18, public noticing, and public hearing requirements.

Upon approval by Council, all parties signed the agreement. Thereafter, it was noticed by the City Finance Department that, through oversight, the prior lease agreements had listed a lease amount per year. The recently approved lease agreement had listed the correct lease amount dollar value (for the year) but had changed the lease terms from each year to each month, thereby increasing the rent over 12 times its previous amount. This was not the intent of the parties.



Staff seeks to resolve this inaccuracy by clarifying that the stated rental amount is annual rather than monthly. The corrected rental amount is shown on the proposed First Amendment to Lease Agreement included in the agenda packet. RL

- B. Review, consideration, and possible approval of Revocable Permit 1-18, filed by McGinley & Associates on behalf of Elko Acquisitions LLC, to occupy a portion of the intersection of Ellis Way and Golf Drive right-of-way, to accommodate installation of one new monitoring well, and matters related thereto. **FOR POSSIBLE ACTION**

As part of an ongoing monitoring process being completed by McGinley and Associates, they would like to install, sample and maintain one new groundwater monitoring wells, which is proposed to be located in the City of Elko Right-of-Way. City Code requires they have a Revocable Permit to occupy the Right-of-Way. CL

- C. Review, consideration, and possible authorization for the City of Elko to enter into an “Intrastate Interlocal Contract Between Public Agencies” with the State of Nevada, Department of Safety, State Fire Marshal, and matters related thereto. **FOR POSSIBLE ACTION**

Enclosed is a copy of the “Intrastate Interlocal Contract between Public Agencies.” Interlocal Agreements between public agencies should result in mutual benefits for all of the parties involved. In essence, an interlocal agreement is a collaborative contract between public bodies aiming to provide more efficient, less costly public services. JH

- D. Review, discussion, and possible reappointment of three members whose terms are set to expire back to the Arts and Culture Advisory Board, and matters related thereto. **FOR POSSIBLE ACTION**

Three member of the Arts and Culture Advisory Board terms are set to expire this summer, or have expired. Each of the members has expressed an interest in being reappointed to the board for an additional term. Those board members are:

Catherine Wines	4 Year Term
Bailey Billington Benson	4 Year Term
Mica Johnson	2 Year Term

- E. Review, consideration, and possible authorization to enter into an Agreement to Install Improvements and Performance/Maintenance Guarantees for subdivision improvements associated with the Autumn Colors Phase 5 Subdivision, and matters related thereto. **FOR POSSIBLE ACTION**

Elko City Code 3-3-44 requires the subdivider to have executed and filed an agreement between the subdivider and the City for the required subdivision improvements, included stipulations on the timeframe for when those improvements are to be completed, and to post a performance guaranty in

accordance with Elko City Code 3-3-45. The subdivider has indicated that he would provide a performance bond to satisfy 3-3-45 of Elko City Code. The agreement has been drafted based on that assumption. JD

- F. Review, consideration, and possible approval of Revocable Permit 2-18, filed by McGinley & Associates on behalf of Al Park Petroleum, Inc., to occupy a portion of the 11<sup>th</sup> Street Right-of-Way, to accommodate installation of one new monitoring well, and matters related thereto. **FOR POSSIBLE ACTION**

As part of an ongoing monitoring process being completed by McGinley and Associates, they would like to install, sample and maintain one new groundwater monitoring well, which is proposed to be located in the City of Elko Right-of-Way. City Code requires they have a Revocable Permit to occupy the Right-of-Way. CL

- G. Review, consideration, and possible approval of the revised School Resource Officer Cooperative Agreement between the Elko County School District, the County of Elko, and the City of Elko, and matters related thereto. **FOR POSSIBLE ACTION**

The original Cooperative Agreement was entered into by all three parties in January 2015. The Program has been very successful. The previous financial arrangement within the agreement anticipated the Elko County School District assuming a larger portion annually. At times the verbiage within the agreement was difficult to interpret. The parties have recently collaborated to simplify the financial arrangement. An effort was also made to ensure the revised agreement reflects current practices in the field. All parties have met, conferred, and agreed to the conditions set forth in the revised Cooperative Agreement. BR

## VII. RESOLUTIONS AND ORDINANCES

- A. First reading of Ordinance No. 831, an ordinance amending Title 4, Chapter 1, of the Elko City Code entitled “Business Regulations”, and matters related thereto. **FOR POSSIBLE ACTION**

At its May 8, 2018 meeting, the Elko City Council directed Staff to review and suggest changes for farmer’s market vendors. SO

- B. First reading of Ordinance No. 832, an ordinance amending Title 4, Chapter 6, of the Elko City Code entitled “Transient Lodging Tax”, amending Section 12 relating to the penalty for delinquent transient lodging tax, and matters related thereto. **FOR POSSIBLE ACTION**

City Staff is recommending changes in accordance with NRS 268.096. SO

## VIII. PETITIONS, APPEALS, AND COMMUNICATIONS

- A. Review, consideration, and possible action to approve Curb, Gutter, and Sidewalk Waiver No. 2-18, filed by Swire Coca Cola USA, which waives the requirement



for curb and gutter on the north side of West Idaho Street abutting APN 001-679-013, and matters related thereto. **FOR POSSIBLE ACTION**

Per Elko City Code Section 2-13-3, public improvements are required when vacant lots are developed. The applicant has submitted an application for a permit for development of the parcel. NDOT has reviewed the need for curb and gutter at this location, and has determined that it is not needed to control drainage in this area. Staff recommends approval of the waiver for curb and gutter with sidewalk still being required. JD

- B. Ratification of the Police Chief issuing a 60-day temporary retail beer and wine license and possible issuance of a regular retail beer and wine license to Caleb Tapia, Casey Parish, Kyle Ashley, and Severyn Immenschuh, dba XP Gaming LLC, located at 1250 Lamoille Highway #730, Elko, NV 89801, and matters related thereto. **FOR POSSIBLE ACTION**
- C. Ratification of the Police Chief issuing a 30-day temporary Retail Liquor License and possible issuance of a regular Retail Liquor License to Acela Ceja, dba Cabo, located at 449 Railroad Street, Elko, NV 89801, and matters related thereto. **FOR POSSIBLE ACTION**
- D. Review, consideration, and possible action to accept a petition for the vacation of a portion of the Jennings Way Right-of-Way consisting of an area approximately 7,036 sq. ft., filed by DDS Properties, LLC. and processed as Vacation No. 1-18, and matters related thereto. **FOR POSSIBLE ACTION**

The property was annexed into the city in 2017. The property owner is proposing to align the property boundary parallel with the centerline of the street for a proposed subdivision entitled Humboldt Hills. CL

## **IX. 5:30 P.M. PUBLIC HEARINGS**

- A. Review, consideration and possible approval of Preliminary Plat No. 3-18, filed by Robert E. Morley on behalf of Riverside Villas Nevada LLC., for the development of a subdivision entitled Riverside Villas a Condominium Development involving the proposed division of approximately 7.872 acres of property into 97 lots for residential development within the C (General Commercial) Zoning District, and matters related thereto. **FOR POSSIBLE ACTION**

The Planning Commission considered the preliminary plat on May 1, 2018, and took action to forward a recommendation to Council to conditionally approve Preliminary Plat No. 3-18. CL

## **X. REPORTS**

- A. Mayor and City Council
- B. City Manager
- C. Assistant City Manager

- D. Utilities Director-BLM Station Failed-Emergency Repair
- E. Public Works
- F. Airport Manager
- G. City Attorney
- H. Fire Chief
- I. Police Chief
- J. City Clerk
- K. City Planner
- L. Development Manager
- M. Administrative Services Director
- N. Parks and Recreation Director
- O. Civil Engineer
- P. Building Official

## 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**

## XII. LABOR NEGOTIATIONS

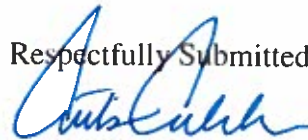
- A. Closed session to discuss labor negotiations with the Elko Fire Fighters Association, Local 2423, IUPA – AFL/CIO Local 233, and matters related thereto. **INFORMATION ONLY – NO ACTION REQUIRED**

**Note: This portion of the meeting may be closed pursuant to NRS 288; therefore the Council may move to adjourn the meeting prior to consideration of this item.**

**NOTE:** The Mayor, Mayor Pro Tempore, or other Presiding Officer of the City Council reserves the right to change the order of the agenda, and if the agenda has not been completed, to recess the meeting and continue on another specified date and time. Additionally, the City Council reserves the right to combine two or more agenda items, and/or remove an item from the agenda, or delay discussion relating to an item on the agenda at any time.

## ADJOURNMENT

Respectfully Submitted,



Curtis Calder  
City Manager