



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

PUBLIC MEETING NOTICE

The Elko City Council will meet in regular session on Tuesday, October 12, 2021 at 4:00 P.M.–7:00 P.M., P.D.S.T. at the Elko City Hall, 1751 College Avenue, Elko, Nevada and by utilizing [GoToMeeting.com](https://global.gotomeeting.com)

Please join the meeting from your computer, tablet or smartphone.

[GoToMeeting.com](https://global.gotomeeting.com)

<https://global.gotomeeting.com/join/469152405>

ELKO CITY HALL

1751 College Avenue, Elko, NV 89801

Date/Time Posted: 8:30 a.m. P.D.S.T., Thursday, October 7, 2021

Posted by: Kim Wilkinson, Administrative Assistant *Kim Wilkinson*

The public may contact Kim Wilkinson by phone at (775) 777-7110 or email at kwilkinson@elkocitynv.gov to request supporting material for the meeting described herein. The agenda and supporting material is available on the City website at <http://www.elkocity.com>

The public can view or participate in the virtual meeting on a computer, laptop, tablet or smart phone at: <https://global.gotomeeting.com/join/469152405> You can also dial in using your phone at **United States: +1 (312) 757-3121** the Access Code for this meeting is **469-152-405** Public Comment and questions can be received by calling (775) 777-0590 or by emailing cityclerk@elkocitynv.gov

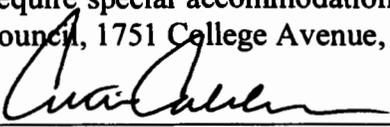
New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/join/469152405>

Dated this Thursday, October 7, 2021

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.


Curtis Calder, City Manager
Elko, Nevada

CITY OF ELKO
CITY COUNCIL AGENDA
REGULAR MEETING AGENDA
4:00 P.M., P.D.S.T., TUESDAY, OCTOBER 12, 2021
ELKO CITY HALL, 1751 COLLEGE AVENUE, ELKO, NEVADA
<https://global.gotomeeting.com/join/469152405>

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: September 28, 2021 **Regular Session**

I. PRESENTATIONS

- A. Reading of a proclamation in recognition of October 20, 2021, as Unity Day in Elko, Nevada, and matters related thereto. **INFORMATION ONLY – ACTION WILL NOT BE TAKEN**

- B. Biobot Analytics COVID-19 presentation by Valerie Zatarain, WRF Laboratory Director, and matters related thereto. **INFORMATION ONLY – ACTION WILL NOT BE TAKEN**

- C. Elko Community Ponds Project presentation by Joe Doucette, NDOW Conservation Educator IV, including consideration and possible approval of City-provided park maintenance (assuming project completion), and matters related thereto. **FOR POSSIBLE ACTION**

A copy of the presentation has been included in the agenda packet for review. CC

II. PERSONNEL

A. Employee Introductions:

- 1.) Jerry Riess, Parks Maintenance Tech
- 2.) Javonni Brown, Equipment Operator
- 3.) Cory Geer, Equipment Operator

B. Appointment of Deputy Fire Chief Jack Snyder as the Fire Chief for the City of Elko, effective December 25, 2021, and matters related thereto. **FOR POSSIBLE ACTION**

During the August 24, 2021 Council Meeting, Council directed Staff to coordinate a meeting with Mayor Keener, Councilman Stone, and Deputy Fire Chief Jack Snyder. The purpose of the meeting was to discuss the possibility of a direct appointment to the position of Fire Chief by the City Council, based upon Fire Chief's Griego's recommendation. Based upon that meeting, Staff proceeded with a contingent job offer to Deputy Chief Snyder. Staff is pleased to report that the contingent job offer was accepted. SS

C. Presentation of Utah Commission for Professional Fire Officer Development Managing Fire Officer credential to Fire Captain James Johnston, and matters related. **INFORMATION ONLY – ACTION WILL NOT BE TAKEN**

D. Review, consideration, and possible approval to reclassify one (1) Records Technician Position to a Lead Records Technician Position in the Police Department, and matters related thereto. **FOR POSSIBLE ACTION**

The Police Department currently has three (3) budgeted Full-Time Records Technician positions. This request is for a reclassification for one Records Technician position to Lead Records Technician. This will be a new job title, providing one journey level position in the Records Technician series. This position will provide back-up to the Police Records Supervisor, and will supervise the Records Technicians. The reclassification will create minimal impact to the budget. SS

III. APPROPRIATIONS

A. Review and possible approval of Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

B. Review and possible approval of Utility Refunds, and matters related thereto. **FOR POSSIBLE ACTION**

C. Review and possible ratification of General Hand-Cut Checks, and matters related thereto. **FOR POSSIBLE ACTION**

- D. Review, consideration, and possible approval to solicit bids for the Sewer Slip Line Project 2021, and matters related thereto. **FOR POSSIBLE ACTION**

This project was approved in the Fiscal Year 2021/2022 Budget. The sewer's located in the upper Indian Reservation have a lot of root intrusion and offsets in the pipe which causes a number of Sanitary Sewer Overflows caused by grease and wipes that get hung up inside the pipe. The approximate 3,800 linear feet of sewer to be slip lined are located in the following streets:

- Buckskin to Ruby View Golf Entrance & to 2000 Ruby View-1,340-feet
- Feather Way to Indian View Heights- 225-feet
- Newe Circle to Indian View Heights- 340-feet
- Pinenut Circle to Indian View Heights- 500-feet
- Sagebrush Drive to Eagle Drive- 1,400-feet

Alternate sewers to be slip lined are located in the following streets should budget allow:

- Eagle Drive to Buckskin Drive- 1,265-feet
- Arrow Lane to Heritage Way- 445-feet
- Heritage Way to Eagle Drive- 470-feet DJ

IV. NEW BUSINESS

- A. Review, consideration, and possible acceptance of a proposal for the Food and Beverage Concession Services at the airport, from Fernando Vargas dba I Don't Know Deli & Cafeteria, and matters related thereto. **FOR POSSIBLE ACTION**

At the September 14, 2021 meeting, Council approved Staff's request to solicit proposal for the Food and Beverage Concession at the Elko Regional Airport. The City received one (1) completed proposal from Fernando Vargas dba I Don't Know Deli & Cafeteria. JF

- B. Consideration of a request by the Elko County Board of Commissioners for the City of Elko to share equally in the costs of providing a Community Monoclonal Antibody Therapy Clinic, and matters related thereto. **FOR POSSIBLE ACTION**

Monoclonal antibody treatments have been authorized by the Federal Drug Administration (FDA) for emergency use to treat high-risk patients who have contracted or been exposed to COVID-19. The antibodies help the immune system recognize and respond more effectively to the virus. In clinical trials, monoclonal antibody therapy treatment showed a 70% reduction in hospitalization and death among high-risk patients.

City of Elko Staff has agreed in concept to allocate America Rescue Plan Act (ARPA) funds for this treatment, which began on October 1, 2021. The Elko County Manager has agreed to provide a monthly itemization of expenses for the City of Elko's review and reimbursement. CC

V. REPORTS

- A. Mayor and City Council
- B. City Manager
- C. Assistant City Manager
- D. Utilities Director
- 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. Financial 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**

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

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

SS September 28, 2021

The City Council of the City of Elko, State of Nevada met for a regular meeting beginning at 4:00 p.m., Tuesday, September 28, 2021. The meeting was held at Elko City Hall, 1751 College Ave., Elko and via GoTo Meeting.

This meeting was called to order by Mayor Pro Tempore Mandy Simons. The public can participate in person, by phone, tablet, laptop, or computer by registering with the GoTo Meeting link provided in the agenda. Questions can be sent to cityclerk@elkocitynv.gov.

CALL TO ORDER

ROLL CALL

Council Present: Councilwoman Mandy Simons
Councilman Chip Stone
Councilman Clair Morris
Councilman Giovanni Puccinelli

Council Absent: Mayor Reece Keener

City Staff Present: Curtis Calder, City Manager
Kelly Wooldridge, City Clerk
Jan Baum, Financial Services Director
Dennis Strickland, Public Works Director
Cathy Laughlin, City Planner
Jim Foster, Airport Manager
Matt Griego, Fire Chief
Ty Trouten, Police Chief
Dave Stanton, City Attorney
Bob Thibault, Civil Engineer
Michele Rambo, Development Manager
James Wiley, Parks and Recreation Director
Dale Johnson, Utilities Director
DJ Smith, Computer Information Systems Coordinator
Diann Byington, Recording Secretary

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: September 9, 2021 Special Session
 September 14, 2021 Regular Session

The minutes were approved by general consent.

I. APPROPRIATIONS

A. Review and possible approval of Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**** A motion was made by Councilman Morris, seconded by Councilman Stone, to approve the regular warrants in the amount of \$1,226,045.53.**

The motion passed unanimously. (4-0)

B. Review and possible approval of Print n' Copy Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**** A motion was made by Councilman Morris, seconded by Councilman Stone, to approve the Print 'N Copy warrants in the amount of \$50.98.**

The motion passed unanimously. (4-0)

C. Review and possible approval of Stonerock Sound Warrants, and matters related thereto. **FOR POSSIBLE ACTION**

**** A motion was made by Councilman Morris, seconded by Councilman Puccinelli, to approve the Stonerock Sound warrants in the amount of \$275.**

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

D. Review and possible approval of General Hand-Cut Checks, and matters related thereto. **FOR POSSIBLE ACTION**

**** A motion was made by Councilman Morris, seconded by Councilman Puccinelli, to approve the general hand-cut checks in the amount of \$59,793.12.**

The motion passed unanimously. (4-0)

E. Review, consideration, and possible approval for the Fire Department to purchase and replace a 1990 Aerial Fire Truck Apparatus (Ladder 2), and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko Fire Department would like to purchase a 2008 Pierce 95' Midmount Aerial from Brindlee Mountain/Fire Trucks Unlimited. The current Ladder 2 is 31 years old, which is beyond the National Fire Protection Association

(NFPA) recommended maximum age for Aerial Apparatus to be in front line use. This apparatus will increase firefighter safety and health, emergency response and scene capabilities, provide greater storage and personnel carrying capacity and reduce rising maintenance cost. The truck will be purchased utilizing a purchasing program with nppgov and the total amount for the apparatus will be \$578,875 with a 50 % down payment, and 50% upon delivery and completion to the City. MG

Chief Griego explained everything was included in the packet. We sent members of the department down and inspected the truck. They gave a punch list to the company to go through for the purchase. Once it is refurbished, we will have a brand new truck and we will be able to get at least 20 years out of it. This one also comes with a limited warranty. We will be saving about \$1 million.

Councilman Morris thought this was a good compromise and the price was easier to swallow.

**** A motion was made by Councilman Stone, seconded by Councilman Puccinelli, to recommend approval of the Fire Department to purchase a 2008 Pierce 95' Midmount Aerial, in the amount of \$578,875.**

The motion passed unanimously. (4-0)

II. UNFINISHED BUSINESS

- A. Review, consideration, and possible approval of a Revocable License Agreement between the City of Elko and Elevation Transport, and matters related thereto for the use of Airport land as a parking area, and matters related thereto. **FOR POSSIBLE ACTION**

Elevation Transport contacted Staff regarding two (2) parcels leased to Joe's Hauling, known as APN 006-09G-030 and 006-09G-008. In the event Joe's Hauling and the City enter into lease termination agreements for these two parcels, subject to Council approval, Elevation Transport desires to enter into a revocable license agreement with the City to use these parcels as a parking area. JF

Jim Foster, Airport Manager, explained this was on the last agenda but due to scheduling we didn't get an associated item on there in time. All parties are in agreement with this.

**** A motion was made by Councilman Stone, seconded by Councilman Morris, to approve the Revocable License Agreement between the City of Elko and Elevation Transport.**

The motion passed unanimously. (4-0)

III. NEW BUSINESS

- A. Review, consideration, and possible approval of Revocable Permit No. 2-21, filed by Kevin and Dulcy Engelmeier, to occupy +/- 692 square feet of Jennings Way Right-of-Way adjacent to their parcel located at 658 Cortney Drive to accommodate landscaping and a fence, and matters related thereto. **FOR POSSIBLE ACTION**

The applicant is requesting the revocable permit for an area which is currently fenced and landscaped as part of their exterior side yard along Jennings Way. CL

Cathy Laughlin, City Planner, explained a copy of the license agreement was in the agenda packet. The application does show the legal description and the site plan of the area they are currently occupying, which would be included in the Revocable License Agreement.

**** A motion was made by Councilman Morris, seconded by Councilman Stone, to approve the Revocable Permit No. 2-21, subject to the execution of a standard license agreement between the applicant and the City of Elko.**

The motion passed unanimously. (4-0)

- C. Review, consideration, and possible approval of a Deed of Dedication for a Public Utility Easement, on City owned property, APN 001-01R-002, and matters related thereto. **FOR POSSIBLE ACTION**

Anthem Broadband has requested this utility easement be dedicated for public use. Anthem Broadband intends to install a microduct conduit for their own use, and would also install a spare conduit, dedicated to the City, for our own future use, or use by others with City approval. The proposed easement crosses the Humboldt River, on City owned property, just west of the 5th Street bridge. BT

Bob Thibault, Civil Engineer, explained the exhibits in the packet show the easement location.

**** A motion was made by Councilman Stone, seconded by Councilman Puccinelli, to approve the Deed of Dedication for a Public Utility Easement on City owned property, APN 001-01R-002.**

The motion passed unanimously. (4-0)

- B. Review, consideration, and possible approval of Revocable Permit No. 3-21, filed by 346 Silver St, LLC., to occupy +/- 657 square feet of 4th Street Right-of-Way adjacent to their parcel located at 346 Silver Street to accommodate outdoor dining with related improvements such as a railing and awning, and matters related thereto. **FOR POSSIBLE ACTION**

The applicant is requesting the revocable permit to create an outdoor dining area which could be enclosed by a railing and covered by a roof structure. CL

Cathy Laughlin, City Planner, explained normally we issue an outdoor dining permit but this is different because they have proposed attaching railing to the sidewalk and a patio cover. Because of that, we require a revocable permit. The license agreement is included in the packet.

**** A motion was made by Councilman Stone, seconded by Councilman Puccinelli, to approve the Revocable Permit No. 3-21 subject to the execution of the standard license agreement between the applicant and the City of Elko.**

The motion passed unanimously. (4-0)

- D. Review, consideration, and possible approval of a Deed of Dedication for a Public Utility Easement, on City owned property, APN 001-660-003, and matters related thereto. **FOR POSSIBLE ACTION**

Anthem Broadband has requested this utility easement be dedicated for public use. Anthem Broadband intends to install a pull box behind the sidewalk, just outside of the Right-of-Way of Dotta Drive, within the Angel Park property. BT

Bob Thibault, Civil Engineer, explained this was on the Angel Park property. It is a minimal use of our property.

**** A motion was made by Councilman Stone, seconded by Councilman Morris, to approve the Deed of Dedication for a Public Utility Easement on City owned property, APN 001-660-003.**

The motion passed unanimously. (4-0)

- E. Review, consideration and possible approval of a termination agreement between the City of Elko and Joe's Hauling LLC for APN 006-09G-008, and matters related thereto. **FOR POSSIBLE ACTION**

Elevation Transport contacted Staff regarding entering into a lease with the City of Elko for a parcel referred to as APN 006-09G-008, which is currently leased to Joe's Hauling. Joe's Hauling informed City Staff that it was interested in terminating its lease for this parcel. Joe's Hauling is no longer in business. JF

Jim Foster, Airport Manager, explained this is the second lease termination agreement. All parties are in favor of this.

**** A motion was made by Councilman Morris, seconded by Councilman Puccinelli, to approve the termination agreement for APN 006-09G-008.**

The motion passed unanimously. (4-0)

IV. PETITIONS, APPEALS, AND COMMUNICATIONS

- A. Review, consideration, and possible approval for White Cloud Communications Incorporated (White Cloud) to occupy approximately 4,625 feet of City owned conduit as shown on its plans for the Cedar Street Project, generally extending from D Street to 9th Street, and matters related thereto. **FOR POSSIBLE ACTION**

White Cloud Communications Incorporated (White Cloud) is requesting to use City owned conduit along Cedar Street, generally extending from D Street to 9th Street. White Cloud is proposing the installation of a 144 Pair Fiber Cable in the conduit. Use of this conduit would be nonexclusive. BT

Bob Thibault, Civil Engineer, explained White Cloud would like to occupy that conduit that the City installed as part of our Cedar Street Rehabilitation Project. It is a large enough conduit that others could use it.

**** A motion was made by Councilman Stone, seconded by Councilman Puccinelli, to approve White Cloud Communications Incorporated to occupy approximately 4,625 feet of City owned conduit as shown on its plans for the Cedar Street Project, along Cedar Street, generally extending from D Street to 9th Street. The occupancy of the conduit does not prohibit an override by other providers or the City, which do not interfere with White Cloud's operations.**

The motion passed unanimously. (4-0)

- B. Ratification of the Police Chief issuing a 35-day Temporary Wholesale Liquor License and issue a Regular Wholesale Liquor License, to Christina Beltram, In Jae Chyun, and Paul Russo, Jr, DBA Soul of Spirits Corp., located at 1885 Old Florence Way, Unit #117, West Wendover, NV 89883, and matters related thereto. **FOR POSSIBLE ACTION**

Chief Trouten explained this is different than what we usually see because they are in West Wendover but will be conducting business in the City of Elko. He recommended approval.

Paul Russo, Soul of Spirits Corp., was online and thanked Chief Trouten for recommending approval.

**** A motion was made by Councilman Stone, seconded by Councilman Puccinelli, to ratify the Police Chief issuing a 35-day temporary wholesale liquor license and issue a Regular Wholesale Liquor License to Christina Beltram, In Jae Chyun and Paul Russo, Jr., dba Soul of Spirits Corp., located at 1885 Old Florence Way, Unit #117, West Wendover, Nevada, 89883.**

The motion passed unanimously. (4-0)

- C. Ratification of the Police Chief issuing a 60-day Temporary Retail Liquor License and issue a Regular Retail Liquor License, to Jonathan Lund and Travis Shumway, DBA Double Dice RV Park, located at 3730 Idaho Street, Elko, NV 89801, and matters related thereto. **FOR POSSIBLE ACTION**

Chief Trouten explained both applicants live out of state. It took some time to get the fingerprints in but all is good. He recommended approval.

**** A motion was made by Councilman Morris, seconded by Councilman Puccinelli, to ratify the Police Chief issuing a 60-day temporary retail liquor license and issue a Regular Retail Liquor License to Jonathan Lund and Travis Shumway, dba Double Dice RV Park located at 3730 Idaho Street, Elko, Nevada, 89801.**

The motion passed unanimously. (4-0)

VI. REPORTS

- A. Mayor and City Council
Councilman Puccinelli said he will be contacting everyone he is a liaison with in the next couple of weeks.
- B. City Manager
*Curtis Calder said the SkyWest meetings are going to be delayed. That opens up dates for ARPA meeting. He gave some date suggestions.
Mayor Pro Tem Simons asked him to send out an email so everyone can check their calendars.*
- C. Assistant City Manager
- D. Utilities Director
Dale Johnson reported the new WRF/Water building is coming along. They are working on a punch list before they do final acceptance.
- E. Public Works
- F. Airport Manager
*Jim Foster said the SkyWest meeting will be delayed. SkyWest had some turnover and we will be looking at this at a later time.
Mayor Pro Tem Masons asked when they will start up the advisory board meetings again.
Mr. Foster wasn't sure. They can start up at any time.*
- G. City Attorney
- H. Fire Chief
- I. Police Chief
Chief Trouten said they held testing for Corporal and had two applicants for it. Josh Taylor will be the new Corporal and there will be invites sent out for the promotion ceremony. Last week Sarah Adler from the Governor's Office was in the area and he expressed some displeasure to her in getting resources for mental health care. If we could get a single center in this area that is both triage and inpatient holding, it may help some folks in the area that are repeating the cycle.
- J. City Clerk
Kelly Wooldridge reported we are very close to the new agenda management software coming online. Once we know it is all running and all is good, we will put the app on their iPads and show them how to use it. It is super easy to use.
- K. City Planner
Cathy Laughlin gave a shout out to Garret Camp, the President of the DBA. He put together a work day last Saturday for the downtown planter project. A huge thanks to Joe Carr and James Wiley for transporting the materials for them. They had about 40-45 volunteers from the Living Stones Church. The DBA was represented by Collective Coffee Roasters and the Anderson Group of EXP Realty. They completed the planters in the 400 block. Stockmen's provided lunch for all the volunteers. It was a good project.
- L. Development Manager

M. Financial Services Director

Jan Baum reported the auditors were here last week and it went pretty well. She gave a shout out to the Finance staff, Cari Carpenter, Chris Fowler and Renae Jim, Julie Holling in Payroll and Candi Quilici.

N. Parks and Recreation Director

James Wiley reported this Saturday is the grand opening of the Dog Park. The ribbon cutting starts at 10 am. Registration starts at 730am for the Puppy Love 5K. The new swimming pool heat exchanger was installed last week and it is producing a lot of heat. There is an issue with a valve but they are working that out. The indoor is remaining closed at this time. The circulation pump is still being built.

O. Civil Engineer

P. Building Official

Jeff Ford reported he got a CUP application for the Temple today.

DJ Smith reported they will be getting data up and running at the new Water/WRF building this week. The Oasis guys are coming down and they plan on having it completed this week.

BREAK

V. 5:30 P.M. PUBLIC HEARINGS

- A. Review, consideration, and possible action to adopt Resolution No. 27-21, a resolution and order vacating a portion of Deerfield Way Right-of-Way, consisting of an area approximately 2,740 sq. ft. abutting APN 001-920-068, which is located within the City of Elko, Nevada, to the abutting property owner Kenneth R. Moores Revocable Living Trust, filed and processed as Vacation No. 5-21, and matters related thereto. **FOR POSSIBLE ACTION**

Council accepted the petition to vacate this Right-of-Way at its regular meeting of August 10, 2021, and directed Staff to continue with the vacation process by referring the matter to the Planning Commission. The Planning Commission considered the vacation at its regular meeting of September 7, 2021, and took action to forward a recommendation to Council to adopt a resolution, which conditionally approves Vacation No. 5-21 with findings in support of its recommendation. CL

Cathy Laughlin, City Planner, explained this is our final step in doing a vacation of Deerfield way. Planning Commission had two conditions. The Resolution was included in the packet and she recommended conditional approval.

Mayor Pro Tem Simons called for public comments without a response.

**** A motion was made by Councilman Stone, seconded by Councilman Morris, to adopt Resolution No. 27-21, which contains conditions as recommended by the Planning Commission.**

The motion passed unanimously. (4-0)

- B. Public hearing pursuant to NRS 268.059(1)(a) regarding the fair market value and possible sale at public auction of approximately 98,526 sq. ft. of City-owned property located generally on the Elko Regional Airport, designated as LEASE AREA N2. Discussion and possible motion determining that the annual market rent value of the property is \$29,558.00 in accordance with the appraisal of Jason Buckholz of CRBE, Inc., appraiser, and possible adoption of Resolution No. 25-21, a resolution of the Elko City Council finding it is in the best interest of the City to lease land LEASE AREA N2 and hereby declaring its intention to lease such property at public auction pursuant to City Code Section 8-1-3 and NRS 268.062, and matters related thereto. **FOR POSSIBLE ACTION**

REACH Air Medical has petitioned the City of Elko to lease airport owned property identified as Lease Area N2 located on the Elko Regional Airport. Council accepted the petition and authorized Staff to obtain the required appraisal and proceed with the statutory process of leasing the parcel at public auction as required by NRS 268.062. JF

Jim Foster, Airport Manager, explained this is just part of the process. They got the appraisal and it was included in the packet for Council review. The next step would be to hold the auction for the property. The agenda action sheet references a possible sale but the actual intent is to lease the property.

Mayor Pro Tem Simons called for public comments without a response.

**** A motion was made by Councilman Morris, seconded by Councilman Puccinelli, to accept the fair market value as determined at public hearing and adopt Resolution No. 25-21, and set the matter for public auction.**

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 Pro Tempore Mandy Simons adjourned the meeting.

Mayor Pro Tempore Mandy Simons

Kelly Wooldridge, City Clerk

**Elko City Council
Agenda Action Sheet**

1. Title: **Reading of a proclamation in recognition of October 20, 2021, as Unity Day in Elko, Nevada, and matters related thereto. INFORMATION ONLY – ACTION WILL NOT BE TAKEN**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **PRESENTATION**
4. Time Required: **5 Minutes**
5. Background Information:
6. Budget Information:
 - Appropriation Required: **N/A**
 - Budget amount available: **N/A**
 - Fund name: **N/A**
7. Business Impact Statement: **Not Required**
8. Supplemental Agenda Information:
9. Recommended Motion:
10. Prepared by:
11. Committee/Other Agency Review:
12. Council Action:
13. Council Agenda Distribution:

**Elko City Council
Agenda Action Sheet**

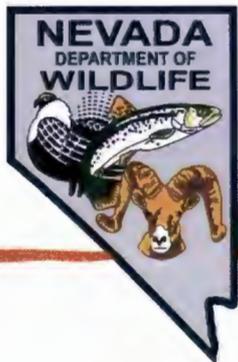
1. Title: **Biobot Analytics COVID-19 presentation by Valerie Zatarain, WRF Laboratory Director, and matters related thereto. INFORMATION ONLY – ACTION WILL NOT BE TAKEN**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **PRESENTATION**
4. Time Required: **10 Minutes**
5. Background Information:
6. Budget Information:

Appropriation Required:
Budget amount available:
Fund name:
7. Business Impact Statement: Required/Not Required
8. Supplemental Agenda Information:
9. Recommended Motion:
10. Prepared by:
11. Committee/Other Agency Review:
12. Council Action:
13. Council Agenda Distribution: **Valarie Zatarain
WRF Laboratory Director
vzatarain@elkocitynv.gov**

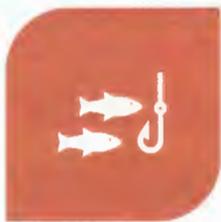
**Elko City Council
Agenda Action Sheet**

1. **Title: Elko Community Ponds Project presentation by Joe Doucette, NDOW Conservation Educator IV, including consideration and possible approval of City-provided park maintenance (assuming project completion), and matters related thereto. FOR POSSIBLE ACTION**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **PRESENTATION**
4. Time Required: **10 Minutes**
5. Background Information:
6. Budget Information: **A copy of the presentation has been included in the agenda packet for review. CC**

Appropriation Required: N/A
Budget amount available: N/A
Fund name: N/A
7. Business Impact Statement: **Not Required**
8. Supplemental Agenda Information:
9. Recommended Motion:
10. Prepared by: **Curtis Calder, City Manager**
11. Committee/Other Agency Review:
12. Council Action:
13. Council Agenda Distribution: **Joe Doucette
NDOW Conservation Educator IV**



Elko Community Pond



COMMUNITY
URBAN FISHING



NATURE CENTER



NATURE TRAIL



HUMBOLDT AREA
RIVER PROJECT

Proposed Site

- 17.19 Acres
- 12th Street Bridge Access
- **ASKING PRICE \$305,950.00**

Conceptual Improvements

- Planning/Engineering
- Dredge current pond deeper and wider
- Accessible banks for fishing/ADA
- Water control structure for flood plain
- Design and build nature trail
- Walking bridge over river/HARP path
- Design and build nature center
- Public bathrooms and picnic sites



Draft Timeline



Fish Stocking



Warm-water species

- Bass
- Sunfish
- Self-producing, reach high densities, increase angler success.

If late summer water temperatures allow

- Rainbow Trout
- Gallagher Hatchery, stocked yearly.

0.6 acres of surface water is 2-5 feet deep.

Approx. 0.38 acres is 5 feet deep with a shelf area of approx. 2-3 feet of depth.

Steep banks (1 to 1 or 2 to 1 slope).
Public safety concern.

Current Pond Conditions

Pond Improvement Recommendations

Reduce bank slope for a safer environment, closer to 1 to 3 slope.

Deepening of the pond, 3+ feet to allow more fish habitat, cooler water temperatures at depth, and provide a higher probability of survival during drought years.

Weed & debris cleanup around banks.

Cost Estimates

All costs are subject to change +/-.

Land Purchase	\$305,950.00
Permitting	Undetermined
Pond Dredging	\$170,000
Bank Turf	\$.20-\$.80 per sq. foot.
Parking Lot	\$80,000
Nature Trail (.6 Miles)	*\$65,000.00 per mile
Bathroom	\$30,000
Other Costs	10% of total project cost

* Estimate trail cost based on work done by paid employees. We plan to use volunteers for most of the trail work.

Examples

- Oxbow Nature Study Area – Reno, Nevada
- Carlin Chinese Gardens – Carlin, Nevada
- Verdi Center – Verdi, Nevada
- James Kinney Pond – Winnemucca



Oxbow Nature Center

Oxbow Beaver Pond





Oxbow Main Trail- ADA Accessible



Carlin Chinese Garden

JAMES KINNEY POND

Winnemucca

- 2.3 acres
- 1 surface acre
- 2015 – Signed MOU between NDOW, Humboldt County and Landowner
- 2016 (Winter) – Construction began
- 2017 (Spring) – Major area flooding
- 2018 (Oct.) – Opened to public
- Put and take fishery with approximately 4000 Trout per year.





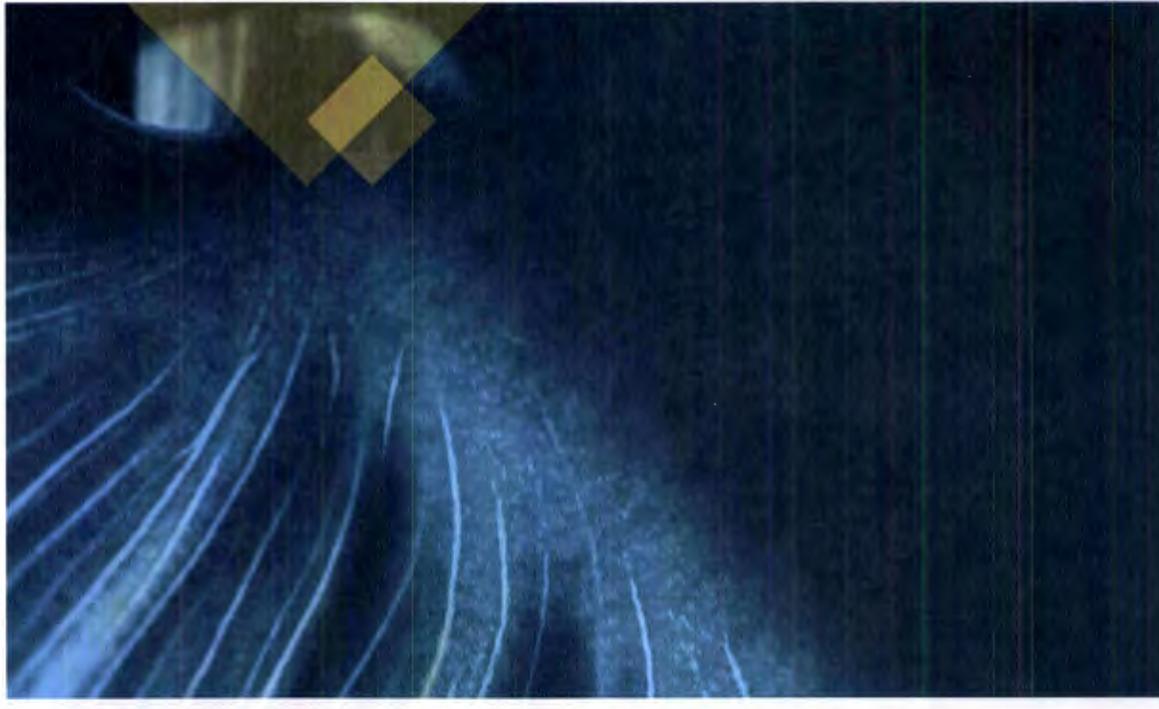
Dual Benefit

Esthetic Clean-Up

Water Quality Improvement

Weed Management

Resident Wildlife Habitat



Interested Partners

(Recognition will be given to all partners via press release, social media, & site placard.)

- Nevada Department of Wildlife
- Kinross Mining
- Nv Energy
- Komatsu
- Rockwell Mining & Industrial
- City of Elko

**Elko City Council
Agenda Action Sheet**

1. Title: **Appointment of Deputy Fire Chief Jack Snyder as the Fire Chief for the City of Elko, effective December 25, 2021, and matters related thereto. FOR POSSIBLE ACTION**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **PERSONNEL**
4. Time Required: **10 Minutes**
5. Background Information: **During the August 24, 2021 Council Meeting, Council directed Staff to coordinate a meeting with Mayor Keener, Councilman Stone, and Deputy Fire Chief Jack Snyder. The purpose of the meeting was to discuss the possibility of a direct appointment to the position of Fire Chief by the City Council, based upon Fire Chief's Griego's recommendation. Based upon that meeting, Staff proceeded with a contingent job offer to Deputy Chief Snyder. Staff is pleased to report that the contingent job offer was accepted. SS**
6. Budget Information:

Appropriation Required:	N/A
Budget amount available:	N/A
Fund name:	N/A
7. Business Impact Statement: **Required**
8. Supplemental Agenda Information:
9. Recommended Motion: **Pleasure of the Council**
10. Prepared by: **Curtis Calder, City Manager**
11. Committee/Other Agency Review:
12. Council Action:
13. Council Agenda Distribution:

**Elko City Council
Agenda Action Sheet**

1. Title: **Presentation of Utah Commission for Professional Fire Officer Development Managing Fire Officer credential to Fire Captain James Johnston, and matters related. INFORMATION ONLY – NON ACTION ITEM**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **PERSONNEL**
4. Time Required: **5 Minutes**
5. Background Information:
6. Budget Information:

Appropriation Required: **\$0**
Budget amount available: **\$0**
Fund name:
7. Business Impact Statement: **Not Required**
8. Supplemental Agenda Information: **N/A**
9. Recommended Motion:
10. Prepared by: **Matthew Griego Fire Chief**
11. Committee/Other Agency Review: **N/A**
12. Council Action:
13. Agenda Distribution:

**Elko City Council
Agenda Action Sheet**

1. Title: **Review, consideration, and possible approval to reclassify one (1) Records Technician position to a Lead Records Technician position in the Police Department, and matters related thereto. FOR POSSIBLE ACTION**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **PERSONNEL**
4. Time Required: **5 Minutes**
5. Background Information: **The Police Department currently has three (3) budgeted full-time Records Technician positions. This request is for a reclassification for one Records Technician position to Lead Records Technician. This will be a new job title, providing one journey level position in the Records Technician series. This position will provide back-up to the Police Records Supervisor, and will supervise the Records Technicians. The reclassification will create minimal impact to the budget. SS**
6. Budget Information:
 Appropriation Required: **NA**
 Budget amount available: **NA**
 Fund name: **NA**
7. Business Impact Statement: **Not Required**
8. Supplemental Agenda Information: **Copy of proposed position description**
9. Recommended Motion: **Approve the position description as presented**
10. Prepared by: **Susie Shurtz, Human Resources Manager**
11. Committee/Other Agency Review:
12. Council Action:
13. Council Agenda Distribution:

**Elko City Council
Agenda Action Sheet**

1. Title: **Review, consideration, and possible approval to solicit bids for the Sewer Slip Line Project 2021, and matters related thereto. FOR POSSIBLE ACTION**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **APPROPRIATION**
4. Time Required: **3 Minutes**
5. Background Information: **This project was approved in the Fiscal Year 2021/2022 Budget. The sewer's located in the upper Indian Reservation have a lot of root intrusion and offsets in the pipe, which causes a number of Sanitary Sewer Overflows caused by grease and wipes that get hung up inside the pipe. The approximate 3,800 linear feet of sewer to be slip lined are located in the following streets:**
 - **Buckskin to Ruby View Golf Entrance & to 2000 Ruby View-1,340-feet**
 - **Feather Way to Indian View Heights- 225-feet**
 - **Newe Circle to Indian View Heights- 340-feet**
 - **Pinenut Circle to Indian View Heights- 500-feet**
 - **Sagebrush Drive to Eagle Drive- 1,400-feet**

Alternate sewers to be slip lined are located in the following streets should budget allow:

 - **Eagle Drive to Buckskin Drive- 1,265-feet**
 - **Arrow Lane to Heritage Way- 445-feet**
 - **Heritage Way to Eagle Drive- 470-feet**
6. Budget Information:
 - Appropriation Required:
 - Budget amount available: **\$300,00.00**
 - Fund name: **Sewer**
7. Business Impact Statement: **Not Required**
8. Supplemental Agenda Information:
9. Recommended Motion: **Move to approve soliciting bids**
10. Prepared by: **Dale Johnson, Utilities Director**
11. Committee/Other Agency Review:
12. Council Action:
13. Council Agenda Distribution:

**Elko City Council
Agenda Action Sheet**

1. Title: **Review, consideration, and possible acceptance of a proposal for the Food and Beverage Concession Services at the airport from, Fernando Vargas dba I Don't Know Deli & Cafeteria, and matters related thereto. FOR POSSIBLE ACTION**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **NEW BUSINESS**
4. Time Required: **5 Minutes**
5. Background Information: **At the September 14, 2021 meeting, Council approved Staff's request to solicit proposal for the Food and Beverage Concession at the Elko Regional Airport. The City received one (1) completed proposal from Fernando Vargas dba I Don't Know Deli & Cafeteria. JF**
6. Budget Information:

Appropriation Required: **N/A**
Budget amount available: **N/A**
Fund name: **N/A**
7. Business Impact Statement: **Not Required**
8. Supplemental Agenda Information: **Proposal**
9. Recommended Motion: **Move to accept the proposal from Fernando Vargas dba I Don't Know Deli & Cafeteria and authorize Staff to negotiate a concession agreement for the Food & Beverage Concession services with Fernando Vargas dba I Don't Know Deli & Cafeteria at the Elko Regional Airport.**
10. Prepared by: **Jim Foster, Airport Manager**
11. Committee/Other Agency Review: **N/A**
12. Council Action:
13. Agenda Distribution: **Fernando Vargas macachi@aol.com**



REQUEST FOR PROPOSALS

FOR

FOOD/BEVERAGE CONCESSION

AT

ELKO REGIONAL AIRPORT

ELKO, NEVADA

September 2021

TABLE OF CONTENTS

	PAGE
I. INVITATION TO PROPOSE	3
II. GENERAL DESCRIPTION OF PRIVILEGES	3
III. INSTRUCTIONS TO PROPOSERS	4
A. General	4
B. Preparation of Proposals	5
C. Examination of Proposal Specifications	5
D. Addenda and Interpretation	5
E. Disqualification and Rejection of Proposal	6
F. Informal Proposals	6
G. Withdrawal of Proposal	7
H. Evaluation of Proposals	7
I. Award of Privilege(s)	7
EXHIBIT "A"- PROPOSAL FORM	9
EXHIBIT "B" - AFFIDAVIT	11
BLANK	16
EXHIBIT "C" – EQUIPMENT PROVIDED TO CONCESSIONAIRE BY AIRPORT	17
EXHIBIT "D" – PHOTOS OF CONCESSION SPACE	19
EXHIBIT "E" – SERVICES SUPPLIED BY CITY OF ELKO TO CONCESSIONAIRE	20

I. INVITATION TO PROPOSE

The City of Elko invites you to submit a Proposal for the operation of a Food/Beverage Concession in the Terminal Building at Elko Regional Airport, Elko, Nevada. The City of Elko encourages DBE & WBE participation.

Request for Proposal (RFP) and contract documents are available from the City Clerk, 1751 College Avenue, Elko, Nevada 89801, (775) 777-7126, during normal working hours or may be obtained through written request to the above address. Please also view City of Elko Bids online at:

http://www.elkocity.com/government/bidding_opportunities/index.php.

Proposals must be received by Kelly Wooldridge, City Clerk, City of Elko, 1751 College Avenue, Elko, Nevada 89801, 5:00 pm, local time, October 1, 2021. **Two copies** (including original) of the Proposal should be sealed in a package marked "Proposal for Food/Beverage Concession, Elko Regional Airport" on the outside. The Proposal must be signed by a person or persons who can legally bind the Proposer.

A non-mandatory informational onsite visit will be held at 9:00 a.m., local time, September 27, 2021 at the Elko Regional Airport.

Late Proposals will not be accepted.

II. GENERAL DESCRIPTION OF PRIVILEGES

Elko Regional Airport serves the regional area of Northeastern Nevada providing service Elko County with a population 52,470. Commercial, freight, and passenger services are provided by SkyWest Airlines, and Ameriflight, LLC. Fixed-base operations provide a wide range of services including general airframe and engine maintenance and charter services, helicopter charter, flight instruction and fuel. Currently, three national car rental agencies serve the traveling public from the passenger terminal.

Elko Regional Airport includes a terminal that is over 20,000 square feet. In addition to a restaurant/bar concession, the facility includes a pay parking system, public airport WIFI, ATM, vending, and museum displays.

Approximately 1,074 square feet in the Terminal Building has been allocated to the Food/Beverage Concession. This concession will involve the right and obligation to provide food and beverage (both alcoholic, if desired and non-alcoholic) services to the public in the Terminal Building, including in-flight, Terminal, and local catering. The concession will include a restaurant and bar area. The restaurant and bar are located in the center of the terminal serves the non-secure side of the terminal. The existing vending operations will remain a function of airport administration. New vending equipment or new vending sales opportunities can be included in the proposal and can be an element of the Concessionaire agreement with the Airport should airport vending be of interest.

The City of Elko is interested in encouraging a range of qualified proposals from experienced food and beverage operators which will allow the City to select the best Proposal for the City and its Airport patrons. The City desires to allow operators of food and beverage services to identify in their proposals the best service options based on (1) their experience (previous training and demonstrated business acumen), (2) the financial investment required, and (3) the market to be served through the concession space. Qualified bidders are highly encouraged to expand food and beverage service to include patrons beyond airport customers. The City wishes proposers to submit proposals which identify the proposed menu, initial pricing, type of service and all of the particulars of delivery of service.

For the term of this Agreement CONCESSIONAIRE shall pay to CITY, a percentage fee beginning on commencement of the term and for each month thereafter. The percentage fee shall be 5% on the first \$5,000, 7½% on \$5,001 to \$10,000, and 10% on all over \$10,000 of gross receipts under this Agreement.

The term of this Concession Agreement is five (5) years.

The City will provide a common-use trash compactor or dumpsters with scheduled trash collection for the Airport tenants and concessionaires.

III. INSTRUCTIONS TO PROPOSERS

A. General

1. Any Proposal submitted as provided herein shall be subject to negotiation at option of the City. Submission of a Proposal shall obligate the Proposer to enter into a Concession Agreement with the City for the operation of the concession proposed upon in accordance with the content of the Proposal. It is specifically understood that the City can accept any Proposal in its entirety without negotiation and the Proposer shall be obligated to enter into a Concession Agreement with the City reflecting that Proposal.

2. The City shall not be obligated to respond to any Proposal submitted or legally bound in any manner whatsoever by the submission of a Proposal.

3. Any and all Concession Agreements arising out of Proposals submitted hereunder and negotiations that follow shall not be binding or valid against the City, its officers, employees or agents unless executed by the City and the Successful Proposer in accordance with applicable laws.

4. All proposers must apply and obtain a current business license with the City of Elko and conform to Nevada Revised Statutes Chapter 446-Food Establishments. If serving alcohol, all proposers must comply with City of Elko Liquor License.

B. Preparation of Proposals: Proposals must be submitted on the Proposal Form provided as *Exhibit "A"* in the RFP Documents.

Proposals shall be complete and free from ambiguity, without alterations or erasures. All blank spaces on the Proposal Form must be filled in, and the Proposal Form shall be properly signed in ink by the Proposer or its legally authorized officer or agent. In case of conflict between words and numerals, the words, unless obviously incorrect, shall govern.

C. Examination of Proposal Specifications: The submission of a Proposal shall be considered evidence that the Proposer has investigated all the conditions related to the concession as described in the RFP Documents and the Proposer is aware of the circumstances, procedures, and requirements affecting the conduct of the concession, as well as the Concession Agreement to be entered into. The attention of the Proposer is specifically directed to, and the Proposer will be conclusively presumed to have read and become familiar with all the RFP Documents. No claim for adjustment of the provisions of the Concession Agreement and specifically with regard to privilege fees and other payments required hereunder shall be honored after execution on the ground that Proposers were not fully informed as to the conditions which exist.

D. Addenda and Interpretation: No verbal interpretation made to any Proposer as to the meaning or consequence of any portion of the RFP Documents shall be considered binding. Every request for clarification of the RFP Documents shall be made in writing and delivered to the City Clerk, City of Elko, 1751 College Avenue, Elko, NV 89801. All such requests must be received at least ten (10) days before the established time for receipt of Proposals. Any response by the City to a request by a Proposer for clarification will be made in the form of an addendum to the RFP Documents and will be sent to all parties to whom the RFP Documents have been issued not later than five (5) calendar days prior to the deadline for receiving Proposals. All Addenda so issued shall become part of the RFP Documents. The City will not be responsible for any oral instructions, interpretations or explanations.

E. Disqualification and Rejection of Proposal: Any of the following causes may be considered as sufficient for the disqualification of a Proposer and the rejection of the Proposal:

1. Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same or different names.
2. Evidence of collusion among Proposers.
3. A Proposer's default or arrearage under any previous existing agreement with the City.
4. Existence of any unresolved claims between the Proposer and the City.

5. The City reserves the right to reject any and all Proposals for any reason or for no reason.

F. Informal Proposals: The City may consider non-responsive any Proposal not prepared and submitted in accordance with the provisions of the RFP Documents. Any alteration, omission, addition or any unauthorized conditions, limitations or provisions attached to a Proposal may render it non-responsive and may be sufficient cause for its rejection. The City may also consider the Proposal non-responsive and may reject it if:

1. The Proposal Form furnished herein is not used or is altered.
2. There are alternate Proposals submitted which were not called for or irregularities of any kind which may tend to make the Proposal incomplete, indefinite, or ambiguous as to its meaning.
3. The privilege fees contained in the Proposal are obviously unbalanced either in excess of or below reasonable cost analysis values.
4. Any documents necessary for Proposal purposes are not complete, are improperly executed or are missing.

The City specifically reserves the right to reject any Proposal and the right to waive technicalities if such waiver is in the best interests of the City.

G. Withdrawal of Proposal: No Proposal may be withdrawn after it has been submitted to the City unless the Proposer so requests by letter or telegram and such request is received by the City prior to the last date set for receiving Proposals. No Proposal may be withdrawn after the scheduled due date for a period of ninety (90) days.

H. Evaluation of Proposals: Each Proposal received will be fully evaluated. The determining considerations in the award of the privilege(s) will include, but not necessarily be limited to:

1. The experience and financial responsibility of the Proposer. Must provide proof and documentation of experience/financial resources to sustain opening a restaurant concession it is first 6 months of operations as one builds a customer base.
2. The type of food/beverage services (including menus) to be offered.
3. The proposed management structure and operation program.
4. The proposed investment in the space.
5. Ability or desire to provide Food delivery service and a take-out menu service

6. Advertising investment for first year startup operation

7. Ability to provide meal service twice daily for 5 days a week

I. Award of Privilege(s): The City will select the Proposal which in the City's sole judgment is deemed most advantageous to the public and the City even though such Proposal may not offer the highest direct financial return. The City reserves the right to reject any or all Proposals or to negotiate for the modification of any Proposal with its Proposer.

Proposer to whom a concession privilege is awarded shall within fifteen (15) days of the date of the receipt of the final Concession Agreement negotiated between the Proposer and the City deliver said Concession Agreement fully executed along with the evidence of insurance coverage required in the Concession Agreement. All such documents must be executed and delivered by the Proposer and approved by the City before the Concession Agreement will be executed and returned to the Proposer by the City. The City reserves the right to cancel the award without liability, any time before the Concession Agreement has been fully executed by both parties.

Failure upon the part of any Proposer to whom a concession privilege has been awarded to execute and deliver the Concession Agreement and other documents required above within fifteen (15) days after the date of written notice of award shall be just cause for cancellation of the award by the City. The award of the concession may be made to another Proposer or all Proposals rejected at the City's sole discretion.

EXHIBIT "A"

**FOOD/BEVERAGE CONCESSION PROPOSAL FORM
Elko Regional Airport, Elko, Nevada**

Please note: This form must be completed in full as a condition of the Proposal. Indicate "none" where applicable. (One may use another sheet to answer in full. Please note See Attachment in field when referencing additional materials for a response)

- 1. Name and Address of Proposer.**

- 2. Name, Place and Date of Incorporation (if applicable):**

- 3. Evidence that Proposer meets the minimum requirements:**
 - a. Number of years of experience in managing and operating a food and beverage service or retail establishment.**

 - b. Proposers shall provide references for the experience cited, including the name of the operation, address, contact person, telephone number.**

 - c. Evidence of ability to meet minimum financial investment and performance requirements.**

 - d. The components of the minimum financial investment and performance requirements to advertise, staff and meet business hour commitments required under the Concessionaire Agreement (minimum of 2 meal services daily, 5 days a week).**

- 4. Operation of Premises:**
 - a. Attach a description of the management structure to be used in the operation of the Concession. Charts, diagrams and descriptive materials as desirable or appropriate may be used to expand or clarify.**

 - b. Attach a description of the marketing program proposed for use in operations, with emphasis on measures designed to obtain maximum patronage. Use attachments as may be desirable.**

 - c. Attach a schedule of proposed menu items for the restaurant service proposed, including non-alcoholic and alcoholic beverages (indicating portion size,**

ATTACHMENT 4

MENU

Breakfast

- | | |
|---|-----------------|
| 1. IDK Classic Breakfast
(2 homemade pancakes, 2 egg, 2 sausage patties or links, or 2 bacon strips, 2 slices of bread) | \$11.00 |
| 2. Oatmeal bowl
(Oatmeal, milk, raisins, and cinnamon) | \$ 3.50. |
| 3. Breakfast Burrito
(2 large eggs, potatoes, cheese, and bacon, or ham, or sausage) | \$ 7.99 |
| 4. IDK Omelet
(3 eggs, choice of meat and up to 3 veggies cooked to perfection served with 2 slices of bread)) | \$12.99 |
| 5. Huevos Motuleños

(2 eggs on 2 homemade tortillas with refried black beans, topped with chiltomate and green peas) | \$10.50 |
| 6. Strawberry Crepes

(3 golden crepes filled with cream cheese covered with powder sugar topped with 4 fresh strawberries and whipped cream. Served with condensed milk, honey, or syrup) | \$10.00 |
| 7. IDK Bagel
(Plain Bagel with cream cheese. Add choice of meat \$1.75 and one egg \$1.25) | 3.75 |
| 8. Bowl of cereal (Assorted cereals) | 2.99 |

LUNNCH

- | | |
|--|----------------|
| 1. IDK Dog Student Special
(3 IDK dogs, and medium soda) | \$ 8.00 |
| 2. Friends Bulk Dog Student Special
(Three #1 orders get you a free order of IDK style potatoes) | \$22.00 |
| 3. IDK Cheese Burger Bundle
(1/3 lb pure beef, cheese, lettuce, tomatoes, and red onions.
Served with IDK style potatoes) | \$ 9.99 |
| 4. IDK Chicken Tenders
(3 tenders and IDK style potatoes) | \$ 8.99 |
| 5. IDK Fish Chips
(Fish chips and IDK style potatoes) | \$ 9.50 |
| 6. Salad and Fruit Bar (all you can eat) | \$ 9.50 |
| 7. I Don't Know Special of the Day
(be prepare for a unique dish – just ask for it) | \$13.50 |

- | | |
|--|---------|
| 8. Chile Verde Burrito
(Pork meat sautéed in an exquisite chile verde sauce & rice wrapped on a large flour tortilla) | \$ 8.25 |
| 9. IDK Turkey (all white meat) Sandwich & IDK style fries | \$ 9.95 |
| 10. IDK Ham and Cheese classic all American sandwich served with IDK style potatoes | \$ 9.75 |
| 11. IDK Soup & Salad | \$ 8.99 |
| 12. Wraps | |
| 13. Cold Sandwiches | |

Beverages and Specialty Drinks

- | | |
|--|---------|
| 1. Coffee | \$ 2.50 |
| 2. Café de Olla
(Mexican style coffee with vanilla & cinnamon. Try condensed milk as sweetener) | \$ 3.50 |
| 3. Fresh fruit liquados
(28 oz) | \$ 6.99 |
| 4. Sodas
(30 oz) | \$ 2.00 |
| 5. Fresh squeezed juices
(24 oz of fresh orange juice, apple juice or carrot juice) | \$ 6.99 |

The Deli, additionally, will offer power bars, pastries, seasonal fresh fruit, home made desserts, at competitive market prices.

suggested price, and name brands). Alcoholic beverages are not required for sale if such beverages are against religious or personal beliefs of the respondent.

5. Conditions of Proposal Submitted:

Submission of this Proposal constitutes a firm offer to the City and may be accepted by the City at any time prior to ninety (90) days after deadline for submitting.

The City may, at its option, accept a Proposal as submitted. In this event, the City will notify such Proposer by certified mail. The City will, with said notice, transmit to Proposer an executed copy of the Concession Agreement containing any alternate language proposed by Proposer and accepted by the City. Proposer agrees to deliver the duly executed Concession Agreement to the City within fifteen (15) days from the date of mailing of said notice and Concession Agreement, and the certificate of insurance provided for in said Concession Agreement.

If any of the language or information in this Proposal conflicts with the language of the Concession Agreement it is agreed that the language of said Concession Agreement will govern.

6. Addenda:

The undersigned acknowledge receipt of the Addenda as listed below represents that any additions or modifications to or deletions from the terms called for in these Addenda are included in this Proposal.

Addenda # NONE Date 10.01.2021

7. Acknowledgement of Proposal Required:

The submittal of this Proposal is the duly authorized official act of the Proposer and the undersigned officer of Proposer is duly authorized and designated by resolution of Proposer to execute this Proposal on behalf of and as the official act of Proposer, the day of 10.01, 2021.

By: FERNANDO A. VARGAS

Title: PARTNER

ATTESTED BY: _____

Title: _____

EXHIBIT "B"

AFFIDAVIT

STATE OF Nevada)
COUNTY OF Elko)

Fernando A Vargas, being first duly sworn upon oath, deposes and says:

Individual Only: That he is an individual doing business under the name of _____

at _____ in the City of _____ State of _____.

Partnership Only: That he is the duly authorized representative of a partnership doing business under the name of ~~I don't know Del Cordero~~ in the City of ELKO State of NEVADA.

Corporation Only: That he is the duly authorized, qualified and acting _____ of, a corporation, organized and existing under the laws of the State of _____.

Partnership Only: Applicant further states that the following is a complete and accurate list of the names and addresses for the members of said partnership:

Name/Address
MARCOS EIL AND ENGRACIA GIMUD
598 LINCOLN AVE.
ELKO, NV 89801

Corporation Only: Applicant further states that the following is a complete and accurate list of the names and addresses of the officers and directors of said corporation:

Name/Address

Notary for Exhibit B

President

Vice President

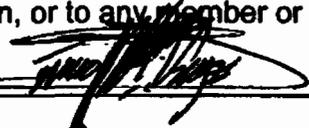
Secretary

Treasurer

Directors

And, that the following officers are dully authorized to execute contracts on behalf of said corporation:

Applicant further states that the bid approval filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that said Proposer has not in any manner, directly or indirectly, sought by agreement, communication or conference with any one other than representatives of its Licensor to fix the bid price of said Proposer or of any other Proposer; that all statements contained in such bid are true; that said Proposer has not, directly or indirectly, submitted his bid price or any breakdown thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, or to any member or agent thereof except representatives of its Licensor.

Signature 

Title PARTNER

SUBSCRIBED AND SWORN to me this 1st October, day of 2021.

Notary Public for the State of Nevada

Notary Signature: Sandra Sullivan

NOTARY Commission expires: 07-02-24 (Date)

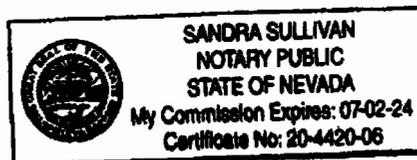


EXHIBIT "A"

**FOOD/BEVERAGE CONCESSION PROPOSAL FORM
Elko Regional Airport, Elko, Nevada**

Please note: This form must be completed in full as a condition of the Proposal. Indicate "none" where applicable. (One may use another sheet to answer in full. Please note See Attachment in field when referencing additional materials for a response)

1. Name and Address of Proposer.

**Fernando A. Vargas, Partner
598 Lincoln Avenue
Elko, NV 898013**

2. Name, Place and Date of Incorporation (If applicable):

**I Do Nott Know Deli and Cafeteria
Elko, Nevada
Registered in Nevada on July 12, 2021**

3. Evidence that Proposer meets minimum requirements:

a. Number of years of experience in managing and operating a food and beverage Service or retail establishment.

The initial team for the I Don't Know Deli & Cafeteria is composed of three individuals. Their qualifications are as follow:

- Marcos Gil has seven years of experience in the restaurant industry in Elko, Nevada. Marcos was a prep cook at Sergio's Mexican Restaurant. (Please see Attachment 1)**
- Manuela Roman is an experience cook with many years of experience in the food service industry. (Please see attachment 2)**
- Fernando Vargas is a retired CEO from the non-profit sector. He was a General Manager for KFC in Susanville, California prior to moving back to Elko. Fernando is a Certified Professional Food Manager. (Please see attachment 3)**

b. Proposers shall provide references for the experience cited, including the name of the operation, address, contact person, telephone number.

- I have a limited experience operating a food establishment. I was a restaurant manger for a KFC in Susaville, California. I am supplying the names and contact information of individuals that operate food service businesses as a character reference.

George Ruiz Jr.
CFO
G. Ruiz Investment Co.
DBA as KFC – Susanville
Dos Amigos Mexican Restaurant (Corporate Office)
1770 Mountain City Highway
Elko, NV 89801
(775) 753-4935

Jacques Errecart
Architect and owner of Duncan Little Creek Gallery
516 Commercial Street
Elko, NV 89801
(775) 738-9456

Jeff Dalling (Reference for Manuela Roman)
Owner
Coffee Mug
576 Commercial Street
Elko, NV 89801
(775) 738-5999

- c. Evidence of ability to meet minimum financial investment and performance requirements.

Available upon request

- d. The components of the minimum financial investment and performance requirements to advertise, staff, and meet business hours commitments required under the Concessionaire Agreement (minimum Of 2 meal services daily, 5 days a week).

The I Don't Know Dell and Cafeteria will operate the concession stand at The Elko Regional Airport as follows:

Advertising

- Radio adds

- Newspaper ads
- School announcements
- Social media
- Word of mouth and/or customer satisfaction surveys.

Additionally, the Restaurant will serve breakfast lunch, and dinner to the general community. Special events and catering will also expand the economic viability of the business.

Staffing:

- Full Time Cook/Chef
- 2 Food certified handlers
- Additional Friendly staff as needed.

Hours of Operation:

Monday – Saturday
6:00 AM – 11:00 PM
Closed Sundays

Additionally, vending machines are available for snacks and beverages 24 hours per day 365 days per year.

4. Operation of Premises:

- Attach a description of the management structure to be used in the operation of the concession. Charts, diagrams and descriptive materials as desirable or appropriate may be used to expand or clarify

The I Don't Know Deli and Cafeteria is a small enterprise. Therefore the Management Structure is as follows:

The company will be structured as a partnership.

The Management and Team

Fernando A. Vargas will act as the General Manager in conducting all business affair of the I Don't Know Deli & Cafeteria. The partners Marcos Gil and his wife Engracia Gambino are day to day operators at the Deli. Chef Manuela Roman will be the kitchen manager and will ensure first class affordable meals for the guests of this unique approach to classic American and international cuisine.

The Goals and Objectives

- The mission of the **I Don't Know Deli & Cafeteria** is to provide healthy, affordable, and exquisite cuisine to the community of Elko.
- The **I Don't Know Deli & Cafeteria**, located in the Elko Regional Airport will provide a basic menu (please see menu attachment) complemented and supplemented by an exquisite approach to dining.

The Product

Located in the Elko Regional Airport, The **I Don't Know Deli and Cafeteria** offer an affordable menu of sandwiches, hot dogs, soups ,and exquisite dishes from far away lands and classical American Cuisine. Thus, creating a taste buds paradise. .

The Target Market

- Patrons of the Elko Regional Airport
 - Elko High School students, faculty, and staff..
 - Great Basin College students, faculty, and staff.
 - General public.
- b. Attach a description of the marketing program proposed for use in operations, with emphasis on measures designed to obtain maximum patronage. Use attachments as may be desirable.
- The marketing approach will include, but is not limited to, radio ads, newspaper specials, Newsletters, and social media.
 - Customer surveys will help in improving service to patrons.
- c. Attach a schedule of proposed menu items for the restaurant service proposed, including non-alcoholic and alcoholic beverages (indicating portion size Suggested price, and name brands). Alcoholic beverages are not required for Sale if such beverages are against religious or personal beliefs of the respondent.

Please see attachment 4

ATTACHMENT 1

CURRICULUM VITAE

Marcos Gil
598 Lincoln ave
Elko NV 89801

1992-2002
"LA GARNACHA" Mexican Food
Mexico City.

2012-2016
"SERGIO'S RESTAURANT" Mexican Food
Elko, Nv.

2020-
"TOKIONA RESTAURANT" American Food & Vasca Food
Elko, Nv.

SKILLS AND EXPERIENCE:

- Setted up a station according to the guidelines provided by the restaurant
- Involved in coordination of the food orders so that it is delivered on time and in an efficient manner
- Stock and maintain the food stations
- Prepared requisitions for food items, supplies, etc.
- Made sure that all the food that is being sent out is inspected properly before it moves out of the kitchen.
- Followed all the sanitation standards.
- Worked together with other kitchen workers and guide them to avoid a problem.
- Clean and sanitize the work area before and after the shift.
- Cleaning of all surfaces, sweeping of the floors, covering and storing the food material, etc.
- Involved in every aspect of cooking, right from setting up the work station, bringing in the food items and arranging the utensils to cutting of vegetables and meats

ATTACHMENT 2

MANUELA ROMAN

Elko, NV 89801
(775) 389-0565

Experience

Commercial Casino	Sept. 2007 – Sept. 2009
Cimarron West	Sept. 2007 – Sept. 2009
Coffee Mug	Sept. 2016 – Jun. 2019

Skills

Fast paced, adaptable, good communicator, strong work ethic, excellent time management, food safety, and superb kitchen operations.

Job Responsibilities:

- Please customers by providing a pleasant dining experience.
- Served meals by reviewing recipes; assembling, combining, and cooking ingredients; and maintaining a sanitary kitchen.
- Executed cold food production in accordance with standards of plating guide specifications.
- Attends to the detail and presentation of each order.
- Placed and expedited orders.
- Prepared ingredients by following recipes; slicing, cutting, chopping, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; and plating meals.
- Completed hot meal preparation by grilling, sautéing, roasting, frying, and broiling ingredients and assembling and refrigerating cold ingredients.
- Adheres to proper food handling, sanitation, and safety procedures; maintains temperature and Hazard Analysis Critical Control Point (HACCP) logs as required; and maintains appropriate dating, labeling, and rotation of all food items.
- Stores leftovers according to established standards.
- Coordinates daily food supply inventory for cafeteria. Submits order to supervisor.

- Assists with receipt of deliveries.
- Contributes to daily, holiday, and theme menus in collaboration with supervisor.
- Ensures smooth operation of cafeteria services during absence of supervisor.
- Maintains cleanliness and sanitation of equipment, food storage, and work areas.
- Completes cleaning according to daily and weekly schedules and dishwashing/pot washing as needed.
- Assists with orienting new employees to their work area.
- Listens to customer complaints and suggestions and resolves complaints.

Implemented suggestions within parameter of position and refers more complex concerns to supervisor.

Education

Emiliano Zapata, Mexico
1984 – 1983

References

Available upon request

ATTACHMENT 3

Fernando A. Vargas

598 Lincoln Avenue Elko, NV 89803 (775) 340-4653 fvargas1959@aol.com

Objective: To join a progressive organization where my skills complement and supplement its programs, mission, and pecuniary goals.

Summary of Qualifications

- **Created effective, efficient and accountable Board Development Programs that resulted on thirty-two million dollars for clubs operating budgets, endowments, capital funds, and the establishment of new Boys & Girls Clubs organizations in Maryland and Nevada.**
- **In Partnership with The Board of Directors, staff, and members closed one individual gift at the one million dollars level, two gifts at the half of a million, and six gifts at the three hundred-thousand dollar level.**
- **Created unbreakable synergetic community partnerships and cycles that motivated the Board of Directors to implement an Individual Giving Campaign that resulted on the diversification of funding portfolios, increased major single investor from 28 to 400 people with unrestricted gifts, and completed a successful 3.8 million dollars Capital Campaign within an 18 month period of time.**
- **Annual Standards of Organizational Effectiveness, the Formula for impact, motivated staff, and volunteer teams resulted on increased membership and average daily attendance by 33% annually, 96% membership high school graduation rates, and strong alumni associations.**
- **Increased grant funding by 64% annually through effective, efficient, and transparent grant administration.**
- **Increased corporate gifts by over 57% yearly in an eleven-year time span.**
- **Yearly improvement plans created a corporate culture of effectiveness, efficiency, accountability, and Child Safety priorities.**
- **Strategic growth plans, paramount program quality, and prudent fiscal management resulted on surplus budgets.**
- **Recipient of numerous national, regional, and local awards for program excellence.**
- **Increased club professional capacity by providing staff and volunteers the opportunity to attend Regional and National Conferences.**
- **Increased members' testimonials and features in local newspapers, radio, and television stations resulted on additional community support for the financial needs of the clubs.**
- **Nominated for Professional of the year for the BGCA Northeast Region (1992)**
- **Recipient of the Martin L. King Champion of Courage Award for the City of Baltimore (1992)**
- **Former BGCA National Trainer Associate**
- **Graduate from BGCA Advanced Leadership Program (March 2014)**

Professional History:

Boys & Girls Clubs of Elko	Teen Center Director	03/2019 – 6/19/2021
G. Ruiz Investment Co.	General Manager	09/2014 – 9/2018

Boys & Girls Clubs of Lake Tahoe	Chief Executive Officer	09/2013 – 04/2014
Boys & Girls Clubs of Monterey County	Unit Director	01/2012 – 10/2012
Boys & Girls Clubs of Elko	Chief Executive Officer	12/2000 – 12/2011
Boys & Girls Clubs of Cache Valley	Chief Executive Officer	2/1999 – 12/2000
Boys & Girls Clubs of Greater Salt Lake	Unit Director	9/1996 - 7/1998
Boys & Girls Clubs of San Antonio	Branch Director	12/1993 – 9/1996
Boys & Girls Clubs of Oakland	Branch Director	1/1992 – 12/1993
Boys & Girls Clubs of Maryland	Unit Director	1/1990 – 1/1992
Boys & Girls Clubs of Greater Baton Rouge	Program Director	10/1987 - 1/1990
Boys & Girls Clubs of Greater Baton Rouge	Individual Services Director	9/1986 - 10/1987
Boys & Girls Clubs of Acadiana	Fine Arts Specialist	09/1983 – 07/1986

Education:

Louisiana State University, University of Louisiana-Lafayette. Geology.

EXHIBIT "C"
FOOD AND BEVERAGE EQUIPMENT SUPPLIED BY ELKO REGIONAL AIRPORT

QUANTITY	
1	SUPERA WARMING LIGHTS
2	KIDDE BC RATED FIRE EXTINGUISHER
1	COKE PRODUCT DISPENSER
1	ICE-OMATIC MODEL ICEU22OHA ICE MAKER
1	SUPREME METAL NSF STANDING ICE BIN
1	BEVERAGE AIR MODEL BW79-B BOTTLE COOLER
1	SUPERIOR MODEL SP60-6 2 48" SANDWICH PREP TABLE
1	AMANA MODEL RFS11B COMMERCIAL MICROWAVE
1	SUPERIOR MODEL W4-2 WELL WARMER
1	LINCOLN REDCO LETTUCE SLICER
1	EMPLOYEE BULLETIN BOARD
1	6 FT STAINLESS HARWOOD PREP TABLE
7	RESTAURANT TABLES
36	RESTAURANT CHAIRS
8	RESTAURANT BAR STOOLS
2	HOODMART 26.5 INCH WIDE VENTLESS PORTABLE HOOD
1	ADMIRAL CRAFT DF 6L/2 22" DOUBLE COUNTERTOP FRYER
1	ADVANCE TABCO MODEL TT-304-X 48" X 30" STAINLESS TABLE
1	EURODIB MODEL HBS-250L 10 INCH LIGHT DUTY MEAT SLICER
1	ADMIRAL CRAFT MODEL GRID24 24 INCH GRIDDLE
1	WARING MODEL CTS1000 COMMERCIAL CONVEYOR TOASTER
1	WARING MODEL WCO500X 23 INCH HEAVY DUTY CONVECTION OVEN
1	BENCHMARK USA MODEL 60048 HOT DOG STEAMER
1	ADVANCE TABCO MODEL TT-240-X 30" X 24" STAINLESS TABLE
2	FOCUS FOODSERVICE MODEL FMK1836694CH 36 INCH MOBILE FOOD STORATE RACK
1	DISPENSE-RITE WR-CT-4 4 SECTION BEVERAGE CUP DISPENSING RACK
1	DISPENSE-RITE FML-4 4 COMPARTMENT BEVERAGE LID DISPENSER
2	DURABLE PLASTIC TRASH CANS
1	NEW PORTABLE MOP BUCKET AND NEW MOP
1	INTERNATIONAL MODEL MKRBD2432 MENU BOARD WITH EASEL
1	INTERNATIONAL THP 2 STATION COFFEE POT WARMER
1	BOARD DUDES GLASS DRY ERASE BOARD 4 FT BY 3 FT MENU
1	Update International (APB-1424FD) - 4 Tray Display Case

EXHIBIT "D" (Cont.)
FOOD AND BEVERAGE EQUIPMENT **NOT** SUPPLIED BY ELKO REGIONAL
AIRPORT

QUANTITY	
1	COMMERCIAL GRADE REFRIGERATOR
1	COMMERCIAL GRADE FREEZER

EXHIBIT "D"
AIRPORT FOOD & BEVERAGE PHOTOS

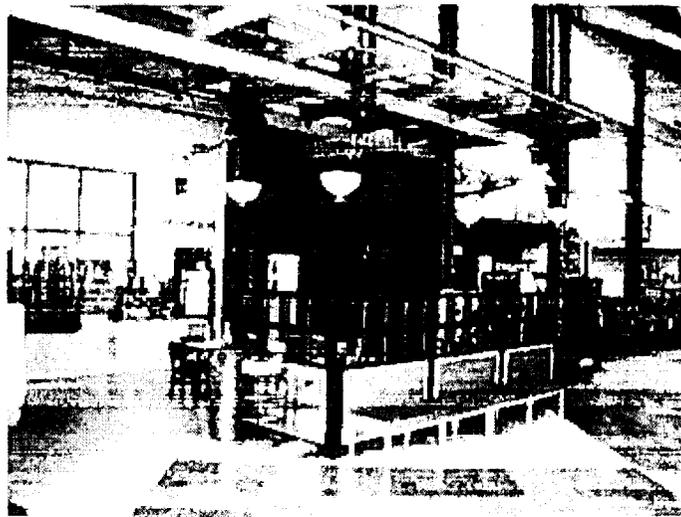
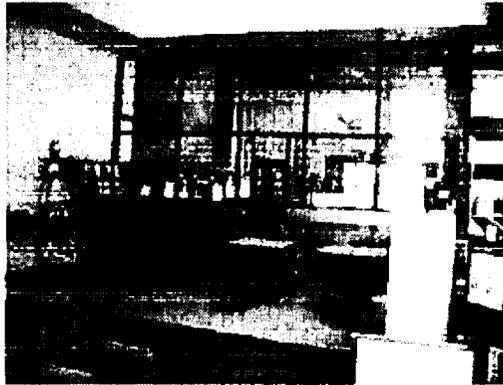


EXHIBIT "E"
SERVICES SUPPLIED BY AIRPORT UNDER CONCESSIONAIRE AGREEMENT

1. All utilities including water, sewer, trash (solid waste only), electricity, and natural gas, free WIFI for customers, Satellite TV subscription.
2. Hull insurance (building and capital equipment listed in Exhibit "E")
3. Insect and rodent pest control in restaurant areas on continual basis
4. Annual maintenance of ventless hood per operating manual
5. All repair costs associated with items in listed Exhibit "E" and repairs to plumbing, HVAC, power, and gas service to the restaurant concession area
6. Annual Fire Extinguisher and Fire Suppression Service per Elko City Building Code
7. Building Code Compliance and Fire Marshal Compliance as directed

**Elko City Council
Agenda Action Sheet**

1. **Title: Consideration of a request by the Elko County Board of Commissioners for the City of Elko to share equally in the costs of providing a Community Monoclonal Antibody Therapy Clinic, and matters related thereto. FOR POSSIBLE ACTION**
2. Meeting Date: **October 12, 2021**
3. Agenda Category: **Monoclonal antibody treatments have been authorized by the Federal Drug Administration (FDA) for emergency use to treat high-risk patients who have contracted or been exposed to COVID-19. The antibodies help the immune system recognize and respond more effectively to the virus. In clinical trials, monoclonal antibody therapy treatment showed a 70% reduction in hospitalization and death among high-risk patients.**

City of Elko Staff has agreed in concept to allocate America Rescue Plan Act (ARPA) funds for this treatment, which began on October 1, 2021. The Elko County Manager has agreed to provide a monthly itemization of expenses for the City of Elko's review and reimbursement. CC
4. Time Required: **10 Minutes**
5. Background Information:
6. Budget Information:

Appropriation Required:	N/A
Budget amount available:	N/A
Fund name:	N/A
7. Business Impact Statement: **Required**
8. Supplemental Agenda Information:
9. Recommended Motion: **Pleasure of the Council**
10. Prepared by: **Curtis Calder, City Manager**
11. Committee/Other Agency Review:
12. Council Action:
13. Council Agenda Distribution: