

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

SS October 28, 2014

The City Council of the City of Elko, State of Nevada met for a regular meeting beginning at 4:00 p.m., Tuesday, October 28, 2014.

This meeting was called to order by Mayor Chris Johnson.

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

Mayor Present: Chris J. Johnson

Council Present: Councilman John Rice
Councilman Robert Schmidlein
Councilman Reece Keener

Council Absent: Councilwoman Mandy Simons

City Staff Present: Curtis Calder, City Manager
Delmo Andreozzi, Assistant City Manager
Dawn Stout, Administrative Services Director
Shanell Owen, City Clerk
Doug Gailey, Human Resources Manager
Dennis Strickland, Public Works Director
Ryan Limberg, Utilities Director
Rick Magness, City Planner
Ted Schnoor, Building Official
James Wiley, Parks and Recreation Director
Matt Griego, Fire Chief
Ben Reed, Jr., Police Chief
Jeremy Draper, Civil Engineer
Ben Mangeng, Information Systems Manager
Jonnye Jund, Accounting Manager
Diann Byington, Recording Secretary

ROLL CALL

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

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

There were no public comments.

The minutes were approved by general consent.

I. PRESENTATIONS

Reading of a Proclamation declaring the week of November 10–15, 2014 as Nevada Flood Awareness Week.

Mayor Johnson read the proclamation.

II. PERSONNEL

A. Employee Introductions:

1.) Skyler Malolo, Parks Maintenance Technician I

Present and introduced.

B. Review, consideration, and possible adoption of Annual Leave Policy, and matters related thereto. **FOR POSSIBLE ACTION**

The Annual Leave Policy has been updated and formatted consistent with POOL/PACT HR recommendations. DG

Doug Gailey, Human Resources Manager, explained this policy mirrors what is in the contracts and this formalizes what we are currently doing.

**** A motion was made by Councilman Keener, seconded by Councilman Rice, to approve the Annual Leave Policy effective October 28, 2014.**

The motion passed unanimously. (4-0)

C. Review, consideration, and possible adoption of Revised Anti-Harassment Policy, and matters related thereto. **FOR POSSIBLE ACTION**

The Anti-Harassment Policy has been updated and formatted consistent with POOL/PACT HR recommendations. DG

Mr. Gailey explained some of these Federal policies encompass several areas. This one is self-explanatory.

**** A motion was made by Councilman Rice, seconded by Councilman Keener, to approve the Anti-Harassment Policy effective October 28, 2014.**

The motion passed unanimously. (4-0)

- D. Review, consideration, and possible adoption of Dealing with Allegations of Discrimination and/or Prohibited Conduct Policy, and matters related thereto. **FOR POSSIBLE ACTION**

The Dealing with Allegations of Discrimination and/or Prohibited Conduct Policy has been updated and formatted consistent with POOL/PACT HR recommendations. DG

Mr. Gailey felt this policy was self-explanatory. This would replace the current harassment policy.

**** A motion was made by Councilman Keener, seconded by Councilman Rice, to approve the Dealing with Allegations of Discrimination and/or Prohibited Conduct Policy effective October 28, 2014.**

The motion passed unanimously. (4-0)

- E. Review, consideration, and possible adoption of Employee Bullying Policy, and matters related thereto. **FOR POSSIBLE ACTION**

The Employee Bullying Policy has been updated and formatted consistent with POOL/PACT HR recommendations. DG

Mr. Gailey explained this is a break-off from the harassment policy and gets a little bit more specific.

**** A motion was made by Councilman Schmidlein, seconded by Councilman Rice, to approve the Employee Bullying Policy effective October 28, 2014.**

The motion passed unanimously. (4-0)

- F. Review, consideration, and possible adoption of Family and Medical Leave Policy, and matters related thereto. **FOR POSSIBLE ACTION**

The Family and Medical Leave Policy has been updated and formatted consistent with POOL/PACT HR recommendations. DG

Mr. Gailey explained this updates our current FMLA policy.

**** A motion was made by Councilman Rice, seconded by Councilman Schmidlein, to approve the Family and Medical Leave Policy effective October 28, 2014.**

The motion passed unanimously. (4-0)

- G. Review, consideration, and possible adoption of Holidays Policy, and matters related thereto. **FOR POSSIBLE ACTION**

The Holidays Policy has been updated and formatted consistent with POOL/PACT HR recommendations. DG

Mr. Gailey explained this is an update to the current policy. We don't have a policy for management. We have typically followed with the union contracts. There are a couple of minor differences in the contracts but the union contracts would prevail for those specific organized units.

**** A motion was made by Councilman Rice, seconded by Councilman Schmidlein, to approve the Holidays Policy effective October 28, 2014.**

The motion passed unanimously. (4-0)

III. APPROPRIATIONS

- C. Review, consideration, and possible final acceptance of AIP 43 Rehabilitate Runway 5-23 (Phase 2) including Paving Shoulders and upgrading Airfield Lighting and Signage at the Elko Regional Airport, and matters related thereto. **FOR POSSIBLE ACTION**

Rehabilitate Runway 5-23 (Phase 2) including Paving Shoulders and upgrading Airfield Lighting and Signage has been completed. A walk through inspection took place on September 17, 2014, and all punch list items were accepted on October 6, 2014. Staff is asking for final acceptance of this project. This project encompassed a mill and overlay of approximately 1,800 feet by 150 feet of Runway 5/23 including the Runway 05 Blast Pad. Runway shoulders were added to either side of the runway on the portions rehabilitated. New runway edge lighting, runway end identifier lighting configuration and the removal of discontinued REIL NAVAIDS were also components of this project. The final invoice is still in progress but the project is estimated to close out at \$1,565,000.00 - \$1,575,000.00. MG

Curtis Calder, City Manager, explained they had anticipated that the contractor would be completed by now but they have not completed the punch list. He requested that this be tabled until another meeting.

**** A motion was made by Councilman Keener, seconded by Councilman Rice, to table Appropriations III-C until our next meeting.**

The motion passed unanimously. (4-0)

- D. Amend airport custodial concession contract to include weekly cleaning of the Information Technology Building, and matters related thereto. **FOR POSSIBLE ACTION**

Royal Payne Janitorial concession was awarded a 3 year contract at Elko Regional Airport in June 2014. The airport is requesting a contract amendment for the remaining 31 months of the contract to allow for weekly cleaning of the Information Technology Building. This will cost an additional \$120 per month on the current contract of \$1,590.00 per month. MG

Mr. Calder explained this is a result of us relocating the Information Technology Department office to the airport.

**** A motion was made by Councilman Keener, seconded by Councilman Schmidlein, to approve the contract amendment with Royal Pane Janitorial Services to allow cleaning of the IT Building.**

The motion passed unanimously. (4-0)

IV. SUBDIVISIONS

- A. Review, Consideration and Possible Acceptance of Public Improvements for the Cedar Estates Unit 2 Subdivision, and matters related thereto. **FOR POSSIBLE ACTION**

City Council approved the Final Map on June 10, 2014. An Agreement to Install Public Improvements and a Performance Guarantee was entered into on August 22, 2014.

The Agreement was backed by a provision in the agreement stating the City would not certify the final map until the Public Improvements were accepted by the City and the Developer had a financial guarantee in place for a one year maintenance agreement.

The Developer has substantially completed the Public Improvements in accordance with the approved plans with a few outstanding items. The City is in receipt of the required Certification of the project by the Engineer of Record. As noted on the certification there are some minor items to be completed. Upon acceptance of the Public Improvements by the City Council, the Developer will be required to provide security in the amount of \$46,812 for a 12 month maintenance period. SAW

Delmo Andreozzi, Assistant City Manager, explained this subdivision is off Pinion Road. Staff would recommend that council approve this with two conditions. He explained the conditions; 1) security being on file with the City of Elko in the amount of \$46,812 for the required 12 month maintenance period before the map is recorded, and 2) replace the street signs within 8 weeks of council approval and that item is covered under the maintenance security as well.

**** A motion was made by Councilman Keener, seconded by Councilman Rice, to accept the public improvements for Cedar Estates Unit 2 Subdivision conditional upon the security on file with the City of Elko in the amount of \$46, 812 for the 12 month maintenance period before the map is recorded, and the street signs be replace within eight weeks of council approval and this item is also covered under the maintenance security.**

The motion passed unanimously. (4-0)

V. NEW BUSINESS

- A. Review, consideration, and possible acceptance of a Grant of Easement from Copper Trails LLC for public utilities and drainage, and matters related thereto. **FOR POSSIBLE ACTION**

The proposed easement is associated with the development of the Copper Trails, Phase 1 subdivision. Public utilities were extended within a proposed future road alignment beyond the limits of the existing right-of-way. SAW

Mr. Andreozzi explained that staff recommended acceptance of this Grant of Easement. We have a subdivision that is under development. Copper Street right-of-way and all the other easements exist, however, future Mittry Avenue in this particular area does not currently exist. Utilities need to be extended through the future part of Mittry Avenue so in order for us to have the ability to have those public utilities and drainage in this area, and have access to those utilities, we need to have this Grant of Easement.

**** A motion was made by Councilman Schmidlein, seconded by Councilman Rice, to accept the Grant of Easement from Copper Trails LLC for public utilities and drainage.**

The motion passed unanimously. (4-0)

- B. Review, consideration and possible approval for a Grant of Easement for utility purposes to NV Energy to be located on City property identified as APN 001-920-021, and matters related thereto. **FOR POSSIBLE ACTION**

NV Energy requires a utility easement to be located on City property for the purposes of a pole removal project. The easement includes an area of approximately 1,129 square feet. SAW

Mr. Andreozzi explained we have power poles and lines that run adjacent to Humboldt Vega Concrete and Cedar Estates Subdivision. This will get the overhead infrastructure underground at no cost to the city. We need an easement to put that infrastructure underground.

**** A motion was made by Councilman Keener, seconded by Councilman Rice, to approve the Grant of Easement for utility purposes to NV Energy to be located on City property identified as APN: 001-920-021.**

The motion passed unanimously. (4-0)

VI. RESOLUTIONS AND ORDINANCES

- A. Review, consideration, and possible adoption of Resolution No. 34-14, a resolution increasing the petty cash fund for the City of Elko Regional Airport in the amount of Three Thousand Dollars (\$3,000.00), and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko Airport recently purchased an ATM machine to facilitate the needs of the customers of the airport. It has now been in operation for a month and it appears that there is approximately \$5,000 per month that is being withdrawn. To facilitate stocking the machine only once per month, it will require an increase in the petty cash of Three Thousand Dollars (\$3,000) to stock the ATM machine with the appropriate amount of cash, thus increasing the petty cash of the airport. DS

Dawn Stout, Administrative Services Director, noted that as people are more aware of this ATM machine, they are using it more and withdrawing more money. Hopefully this will keep us down to a monthly restocking but if not she will come back and ask for more.

**** A motion was made by Councilman Rice, seconded by Councilman Schmidlein, to approve Resolution No. 34-14, authorizing city staff to increase the petty cash fund for the City of Elko Regional Airport in the amount of \$3,000, bringing the total airport petty cash fund to \$5,700 with the source of funding to come from the Airport Fund cash.**

The motion passed unanimously. (4-0)

VII. REPORTS

A. Mayor and City Council

Councilman Rice discussed the Sesquicentennial dedication ceremony that was held earlier in the day. During the dedication, they took a moment of silence in honor of Grant Gerber who passed away earlier this week.

Councilman Keener talked about the fund raiser event held for the Sno Bowl. Mayor Johnson reported on the Bell Dedication at Elko High at the old gym.

B. City Manager - Police Station Project Update

Curtis Calder reported on the Police Station project. The legal opinion came back regarding the effective date of the LOMR. That legal opinion did conclude that the effective date was on February 5th and that will require a change to the purchase contract that will be in front of council on November 10.

C. Assistant City Manager

D. Utilities Director

Ryan Limberg reported on, 1) the reuse line replacement on Flagview Drive by the Basque Club House is expected to last another 2 weeks; and, 2) The Lab Inspection from October 16 went very well with no significant deficiencies noted.

E. Public Works

Dennis Strickland acknowledged McMullen Insurance for their help in gaining an access permit to Union Pacific property to do some drainage maintenance.

F. Airport Director

G. City Attorney

H. Fire Chief

Matt Griego reported on the Emergency Manager (Brian Burgess) working on Ebola virus protection control standards.

- I. Police Chief
Chief Reed reminded everyone there is a parade on Friday for Nevada Day. There are also other organized functions that night for Halloween. The Grant Gerber funeral is on Saturday. The big news for the week is the Estrada case. His extradition is being coordinated.
- J. City Clerk
Shanell Owen reminded everyone that early voting is underway.
- K. City Planner – Rezone Report; Downtown Report
Rick Magness reported on a zoning action that was done by Planning Commission. Rezone No. 6-14 filed by Ruby Mountain Motors to rezone the area between the corner of Silver Street and Mountain City in the West Idaho area (Exhibit “A”). He handed out a report regarding the downtown area (Exhibit “B”). A consultant has contacted stakeholders in the community. One of those stakeholders reported back to the consultant. His report clarified and responded to that correspondence.
- L. Development Manager
- M. Administrative Services Director
- N. Parks and Recreation Director
James Wiley explained the Parks Department is involved with the Trick or Treat Street. Parks/Golf Course have started the winterization process. We are continuing with the Tennis Court Project and the Pool Replastering Project.
- O. Civil Engineer
Jeremy Draper thanked Council and everyone that showed up to the dedication today.
- P. Building Official

III. APPROPRIATIONS

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

**** A motion was made by Councilman Rice, seconded by Councilman Keener, to approve the warrants, not including the warrants for Print ‘N Copy.**

The motion passed unanimously. (4-0)

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

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

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

COMMENTS BY THE GENERAL PUBLIC

Pursuant to N.R.S. 241, this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this

item on the agenda until the matter itself has been specifically included on a successive agenda and identified as an item for possible action. **ACTION WILL NOT BE TAKEN**

There were no public comments.

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

Mayor Chris Johnson

Shanell Owen, City Clerk