

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

**SS**     November 24, 2020

The City Council of the City of Elko, State of Nevada met for a regular meeting beginning at 4:00 p.m., Tuesday, November 24, 2020. Due to the COVID-19 pandemic the meeting was held via GoTo Meeting.

## **CALL TO ORDER**

This meeting was called to order by Mayor Reece Keener. He stated the agenda for this meeting has been posted for this date and time in accordance with State of Nevada Emergency Directive 006. The public can participate by phone, tablet, laptop, or computer by registering with the Goto Meeting link provided in the agenda, or calling 775-777-0590. Questions can be sent to [cityclerk@elkocitynv.gov](mailto:cityclerk@elkocitynv.gov).

## **ROLL CALL**

**Mayor Present:**       Reece Keener

**Council Present:**     Councilman Chip Stone  
                              Councilman Bill Hance

**Council Absent:**      Councilwoman Simons  
                              Councilman Schmidtlein

**City Staff Present:**   Curtis Calder, City Manager  
                              Scott Wilkinson, Assistant City Manager  
                              Kelly Wooldridge, City Clerk  
                              Candi Quilici, Accounting Manager  
                              Jan Baum, Financial Services Director  
                              Susie Shurtz, Human Resources Manager  
                              Dale Johnson, Utilities Director  
                              Cathy Laughlin, City Planner  
                              Jim Foster, Airport Manager  
                              Matt Griego, Fire Chief  
                              Jack Snyder, Deputy Fire Chief  
                              Ty Trouten, Police Chief  
                              Dave Stanton, City Attorney  
                              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**

Curtis Calder, City Manager, stated he got a copy of the new COVID directives 035 from the Governor's Office. He went over the main changes. He was waiting for some feedback from the City Attorney and the County before the City issues some more guidance documents above and beyond what is already out there. This is a big change from what was previously in place.

Dave Stanton, City Attorney, said it is a long directive with a lot of changes. They will be issuing written notices to those that are in violation first before imposing fines.

**APPROVAL OF MINUTES: November 10, 2020          Regular Session**

*The minutes were approved by general consent with the correction of adding Kylee Leniz's name to the minutes.*

**I. PRESENTATIONS**

- A. Reading of a proclamation in recognition of Saturday, November 28, 2020 as Small Business Saturday, and matters related thereto. **INFORMATION ITEM ONLY – NON ACTION ITEM**

Mayor Keener did not have a copy of the proclamation and skipped this item.

- B. Brief presentation by Elko Police Chief Ty Trouten regarding the Elko County Enhanced 9-1-1 Five-Year Plan, including request for a surcharge increase up to \$1.00, and matters related thereto. **FOR POSSIBLE ACTION**

A copy of the Five Year Plan for Elko County Enhanced 911 Advisory Committee, prepared February 5, 2020, has been included in the agenda packet for review.TT

Chief Trouten gave a presentation (Exhibit "A"). When we prepare a 5-year plan we look at several components of the system. We are live on NextGen 911 right now. The system will need to be updated and improved in order to continue to use it. The projections on the current expenses and surcharge revenue, the funding will run out in 2024. The recommendation is to increase the phone surcharge and make some changes so that prepay phones and all hotel lines pay the surcharge. These changes will require a change to the NRS. He asked Council to write a letter in support of the surcharge increase.

Councilman Hance stated that the twenty-five cent surcharge was put in place in 1995, before Elko County could collect it. Increasing the surcharge to \$1 now will not keep up with inflation. He recommended Council put their full support behind it.

Curtis Calder, City Manager, said he is the Executive Chair for the Central Dispatch Administrative Authority. If the surcharge is not approved, the capital changes that will have to occur will have to be borne by the Central Dispatch Administrative Authority which gets all of its funding through the local governments in Elko County. That is based on a per radio count. It is in our best interest to increase surcharge funding.

**\*\* A motion was made by Councilman Stone, seconded by Councilman Hance, to direct staff to draft a letter in support for the funding increase.**

*The motion passed unanimously. (3-0)*

## **II. PERSONNEL**

- A. Consideration and possible acceptance of Ms. Janet Petersen's retirement from the City Sexton position, and matters related thereto. **FOR POSSIBLE ACTION**

Jan Peterson has submitted her notice of retirement, to be effective December 31, 2020. Jan has served in this position since March 12, 2013. A copy of her retirement letter is included in the packet for your review. SS

Mayor Keener explained that a letter was received from Jan Petersen (Exhibit "B") and she was on the phone. He thanked her for her service.

Jan Petersen, City Sexton, said she has loved doing the job. During her time working for the City, they have computerized the cemetery records and acquired the Odd Fellows/Masons cemetery, which increased the life of the cemetery by many years. She has worked closely with Burns Funeral Home and given cemetery tours. The reason she decided to retire now was due to the reduction to her pay. Her last day will be December 31, 2020 but she is still available for volunteer opportunities with the cemetery.

Mayor Keener said he understood how the reduction in pay impacts her PERS and understood her reason for retirement.

Councilman Stone thanked her for her service. He worked with her on some things and even purchased some plots there. Her work has not gone unnoticed.

Councilman Hance thanked her too. He enjoyed her tours over the years. They will miss her.

Ms. Petersen said if the kids ever get to go back to school, she will continue her tours.

## **III. APPROPRIATIONS**

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

**\*\* A motion was made by Mayor Keener, seconded by Councilman Hance, to approve the general warrants in the amount of \$1,253,126.91.**

*The motion passed unanimously. (3-0)*

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

**NO ACTION**

- C. Review, consideration, and possible final acceptance of the Elko City Swimming Pool Re-Plastering Project, and matters related thereto. **FOR POSSIBLE ACTION**

This project was awarded to Adams Pool Specialties in the amount of \$175,600.00 at the October 7, 2020 City Council Meeting. There were no change orders associated with the project. Total cost for this project is \$175,600.00. Adams Pool Specialties has satisfactorily completed the project with the plans and specifications. The plaster will require additional time for proper curing and care before re-opening and use can occur. The pool is on schedule to open on January 4, 2021. CC

Curtis Calder, City Manager, explained this was a fairly easy project for us. They got in and out just after the Notice to Proceed. They got done in about a week but the plaster still has to cure. He recommended final acceptance.

**\*\* A motion was made by Councilman Stone, seconded by Councilman Hance, to authorize the final acceptance of the Elko City Swimming Pool Re-Plastering Project, in the amount of \$175,600.**

*The motion passed unanimously. (3-0)*

- D. Review, consideration and possible award of bid for a Revenue Collection System for the public parking lot at the Elko Regional Airport, and matters related thereto. **FOR POSSIBLE ACTION**

At the July 28, 2020 City Council Meeting, Staff requested authorization to solicit bids for purchase of equipment and installation of a revenue collection parking system. Staff received five (5) bids. The two (2) lowest bids are provided to council for review. The lowest bidder's was \$58, 591.00 + \$250.00 each month for a total of \$61, 591.00. JF

Jim Foster, Airport Manager, explained the bid breakdown sheets are included in the packet. We did have five come in. Both of the lowest bids were close in price. Each bidder based their bids on cloud service that require monthly service costs.

Mayor Keener asked if everything they looked at had a heater included.

Mr. Foster answered that in most of the bids the heater was optional but the lowest bidder had it described in their bid package.

Mayor Keener asked Curtis Calder if we had to accept the lowest bid on this.

Curtis Calder, City Manager, answered that in this case, the recommendation is to award to the lowest bidder.

Mayor Keener asked if one of these got vandalized, would POOL/PACT cover the repairs?

Mr. Foster answered it should be covered but the deductible is \$5,000 and many of the parts cost less than that.

Mr. Calder said we would have to determine if this is covered under the City plan or the Airport plan and agreed that those parts are inexpensive.

**\*\* A motion was made by Councilman Stone, seconded by Councilman Hance, to award the bid to Parking Boxx Corp. for a revenue collection parking system and issue notice of award, in the amount of \$61,591.**

*The motion passed unanimously. (3-0)*

#### **IV. NEW BUSINESS**

- A. Consideration and possible approval of a “Contract of Purchase and Sale of Parcel with Professional Office Building,” and matters related thereto. **FOR POSSIBLE ACTION**

Due to the COVID-19 crisis, the City of Elko has been actively seeking to purchase a suitable building of approximately 5,000 square feet, with adequate space for employee and public parking. The City of Elko reviewed three (3) different buildings and associated property for suitability, and subsequently had each property appraised.

Due to building occupancy limits in the two (2) City-owned modular buildings at City Hall, additional office space is needed to accommodate the Planning, Engineering, Community Development, and Building Departments.

Staff recommends entering into a “Contract of Purchase and Sale of Parcel with Professional Office Building” for property located at 1750 Manzanita Drive, for a total purchase price of \$700,000. A copy of the contract has been included in the agenda packet for review. CC

Curtis Calder, City Manager, requested this item be tabled until the next meeting. The current occupant is having some issue finding a building to move their equipment to.

Mayor Keener asked if there was any opposition to tabling this.

Councilman Stone answered he met with the owners and toured the building and had no issue with tabling this item.

**NO ACTION**

## VI. REPORTS

### A. Mayor and City Council

*Mayor Keener said he was incredibly impressed with the Air Med Memorial that was dedicated last week at the Elko Regional Airport.*

*Curtis Calder said there were generous in-kind donations to the memorial that helped make this happen. We did have some money in the budget for this but the bulk of the memorial came from Mr. Archer, who dedicated the artwork.*

*Mayor Keener noted that many of the City Departments are being impacted by COVID right now. He encouraged everyone to limit and minimize interactions as much as possible.*

*Councilman Stone agreed the memorial will touch lives for many years to come. He thanked everyone that put that together.*

### B. City Manager

*Curtis Calder reported the City has had impacts with COVID. Staff is doing what they can to protect themselves. We are trying to be careful because we don't want to see services reduced. He asked that the public be patient as we get through this time period.*

### C. Assistant City Manager

*Scott Wilkinson reported on the ongoing efforts for a warming shelter. He has spent quite a bit of time looking at options such as purchasing a man camp. There are some construction trailer opportunities out there but many of them are small. He hasn't been able to come up with a way that the City would manage such facilities. He sees that as fairly impractical. Any agreement would come back in the form of an MOU, and he hoped to have it ready for the first meeting in January for Council approval. He will be working on a contract that limits the City's liability.*

### D. Utilities Director

*Mayor Keener thanked Dale Johnson for his distribution of the BioBot results. We are trending hot again. He asked what kind of precautions they are taking for the crew at the plant.*

*Dale Johnson answered they are wearing masks and social distancing. Their duties are typically in different buildings at the plant and don't work together much.*

*Mayor Keener thought there was a risk of COVID exposure with raw sewage. Have there been any demonstrated cases to where plant workers have become ill as a result of exposure to untreated sewage.*

*Mr. Johnson answered he has not seen any. The workers are still taking their normal precautions. They can be exposed out in the field but their normal PPE seems to be effective.*

### E. Public Works

### F. Airport Manager

*Jim Foster thanked everyone for their participation in the memorial. He thanked Sterling Crane for putting the memorial up. He also thanked Councilman Stone for the PA system for the event. The enplanement numbers have reached capacity for the time being. He didn't know when Delta would increase the capacity for each plane.*

- G. City Attorney  
*Dave Stanton reported that his paralegal and secretary both came down with COVID and he was doing his best to work from home.*
- H. Fire Chief  
*Chief Griego reported they have been working with local businesses to determine their capacity so they are compliant with the latest directive. They have tightened the screws on their PPE and have restricted visitors to the station. The new ambulance should be here on Friday.*
- I. Police Chief  
*Chief Trouten reported the station is in a similar situation as last April with a full shutdown. The front office is locked down. They will do appointments. Over the past two weeks we have had some employees that were exposed to COVID. We are at the time of year that packages are increasing on front porches. He recommended locking vehicles and houses. The newest employee has graduated POST and he will be bringing him to Council for an introduction.*
- J. City Clerk  
*Kelly Wooldridge stated she has been unable to post to the City website all day. She heard back from Revize and the problem should be fixed tomorrow.*
- K. City Planner
- L. Development Manager
- M. Financial Services Director  
*Jan Baum reported she got final approval on the revised report for the Cares Act Funding. Candi Quilici received notification today that the funds will hit our bank tomorrow. The annual audit should be presented at the next meeting.*
- N. Parks and Recreation Director  
*Curtis Calder reported the swimming pool was a big item. The winterization has occurred. The Parks and Recreation will be getting the SnoBowl ready in the case they are able to open it. The motor on the chairlift needs some repairs. They are hoping for snow.*  
*Mayor Keener said he checked out the new ponds at the Golf Course and thought the contractor did a good job on it.*
- O. Civil Engineer
- P. Building Official

Mayor Keener asked Scott Wilkinson, Assistant City Manager, about a charge in the warrants for Sports Complex monitoring wells.

Scott Wilkinson answered those were the wells that were required for the Effluent Discharge Permit. We use effluent water for the Sports Complex watering needs.

## V. 5:30 P.M. PUBLIC HEARINGS

- A. Review, consideration, and possible action to adopt Resolution No. 27-20, a resolution and order vacating a 25' wide public utility easement bisecting APN 001-610-112, consisting of an area approximately 9,944 sq. ft., filed and processed as Vacation No. 4-20, and matters related thereto. **FOR POSSIBLE ACTION**

Council accepted the petition to vacate this easement at its regular meeting of October 13, 2020, 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 November 3, 2020, and took action to forward a recommendation to Council to adopt a resolution, which conditionally approves Vacation No. 4-20 with findings in support of its recommendation. CL

Cathy Laughlin, City Planner, asked no action be taken on this item because the Public Hearing notices that went out stated the meeting would be at the Convention Center and not a virtual GoTo Meeting.

## **NO ACTION**

- B. Review, consideration, and possible action to rename Dakota Street to Dakota Drive, and matters related thereto. **FOR POSSIBLE ACTION**

It has come to the attention of the Engineering Department, that there has been some confusion of the suffix for the roadway known as Dakota. The roadway was first mapped and dedicated in 1999 without a name. The City records and the street sign say Dakota Drive. Recorded maps since 2011 have said Dakota Street. The recent map of Copper Trails Unit 1 extended the roadway, and named that portion Dakota Street, following the other maps. This action will clarify the name, and change any portion that may be known as Dakota Street, to be officially known as Dakota Drive. There are no addresses along this roadway that will be affected by this change. BT

Scott Wilkinson, Assistant City Manager, said the background information covered it. This will finalize the process and rename Dakota Street to Dakota Drive.

Mayor Keener called for public comment without a response.

**\*\* A motion was made by Councilman Stone, seconded by Councilman Hance, to approve the street name change from Dakota Street to Dakota Drive.**

*The motion passed unanimously. (3-0)*

- C. Review, consideration of bids and public auction for the lease of approximately 8.69 acres of City-owned property located generally north of West Idaho and west of the Airport, identified as APN 006-09G-027, and matters related thereto. **FOR POSSIBLE ACTION**

The City Council adopted resolution 25-20 at its meeting on October 27, 2020, finding that it is in the best interest of the City and setting forth the conditions of public auction for the lease of City owned property identified as APN 006-09G-027. The Council previously accepted the annual market rent value of the property of \$19,000 in accordance with the appraisal of Jason Buckholz of CRBE, Inc., appraiser. JF



Jim Foster, Airport Manager, said this has been an ongoing item they are dealing with. We went back out for public bid and we received one bid today for it.

Mayor Keener noted that Diann Byington had the envelope.

Diann Byington, Recording Secretary, answered yes, she had the envelope. It was delivered at 2:18 pm today and it from Nevada Gold Mines. She opened the envelope and read the bid. The bid was for \$19,000 a year.

Mayor Keener asked if there were any more bids. (No)

Scott Wilkinson, Assistant City Manager, said that Mr. Foster could explain the process before the bid is accepted. There is a process to reach out and see if there were any oral bids.

Mayor Keener reminded everyone that the call-in number was 775-777-0590.

Mr. Foster explained that as part of the NRS, before accepting any written bid, the governing body shall call for oral bids. If upon call for oral bidding, any responsible person offers to buy or lease the real property on the terms and conditions specified in the resolution, the price exceeding by at least 5% of the highest written bid, then the highest oral bid made by a responsible person must be accepted. They go up in increments of 5%.

Mayor Keener asked again if there were any interested parties wishing to bid on this parcel. There was no response.

Mr. Foster added Council can decide to adjourn the session and hold it for the next 21 days, make a final acceptance of the highest bid, or reject any and all bids.

Mayor Keener noted that he can only see two parties that would be interested in the property. The first one initially bid but then backed out of it. This is the other party. He didn't see a need to hold this open.

**\*\* A motion was made by Councilman Stone, seconded by Councilman Hance, to accept the bid to lease the property for \$19,000 annually.**

Mayor Keener asked Diann Byington if there was anyone else calling in or wishing to bid on this.

Ms. Byington answered no, there was no one else on the line.

***The motion passed unanimously. (3-0)***

## **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 Reece Keener adjourned the meeting.

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Mayor Reece Keener

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Kelly Wooldridge, City Clerk

# *Elko County, NV Five Year Plan for Public Safety*

## ***Board Presentation***

***Feb 13, 2020***



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## Agenda for high-level review

- Review of Findings and Recommendations for:
  - 9-1-1 Funding
  - Governance
  - Operations
  - Technology
- Timeline
- Discussion



## Funding

### *Findings:*

- Without an increase in the 9-1-1 surcharge revenue, Elko County cannot fully fund the current committed expenses to maintain 9-1-1 in Elko County beyond 2024
- Without an increase in the 9-1-1 surcharge revenue, Elko County will not be able to fund any additional technology modernization projects to their 9-1-1 environment

## Funding

### ***Recommendation:***

- Winbourne recommends that the monthly 9-1-1 surcharge be increased from the current \$.25 per device to \$1 per device, to allow for the committed expenses and the necessary proposed Technology expenses

## Governance

### *Finding:*

- There is no single department within Elko County set up to handle the administration of public safety systems, policies and procedures, and funding

## Governance

### *Recommendation:*

- Winbourne recommends that Elko modify the existing County Emergency Management department and establish this as the **Emergency Services Department**, and determine the appropriate funding model using County cost sharing.



## Operations

### *Finding:*

- Only one of the three PSAPs in Elko County is fully staffed based on industry standards
- New policies will need to be written after the new NG9-1-1 system is installed; these need to be consistent among the three PSAPs

## Operations

### ***Recommendation:***

- Winbourne recommends that the 9-1-1 staff for Elko and Owyhee be brought up to authorized staffing levels based on industry standards
- Winbourne recommends that the PSAPs work together on joint policies that will align operations in each center and the network
- Winbourne recommends that Elko County establish an ongoing training program for Telecommunicators, Supervisors, Managers and GIS professionals, and support attendance at national 9-1-1 conferences

## Technology and Network

### Finding:

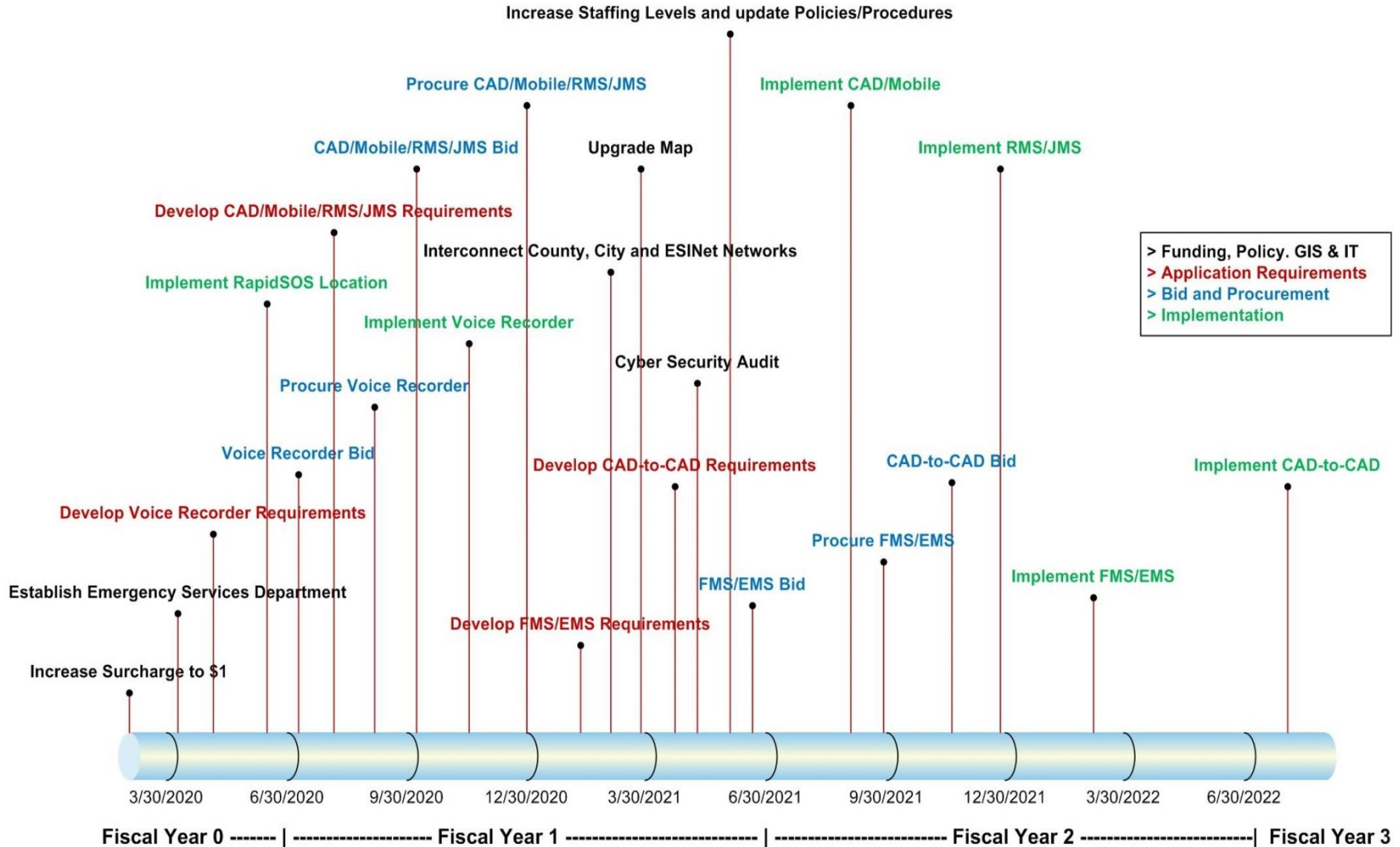
- The County has not kept up with technology, and soon, many vital public safety systems will not be supported.
- The current City and County public safety networks do not currently connect, nor do they connect to the NG911 network

## Technology and Network

### *Recommendation:*

- Winbourne recommends a multi-year technology investment to upgrade/replace specific systems, to include:
  - Logging and Recording system
  - Computer Aided Dispatch and Records Management Systems
  - Mobile Solution for Police, Fire, EMS (MDTs and software)
- Winbourne recommends developing a Requirements Document, working with Stakeholders, for these critical systems
- Winbourne recommends that Elko County consider a Subscription-based model for public safety systems
- Winbourne recommends that the County, the City, and the Emergency IP Network (ESInet) networks interconnect.

# Elko County High-level Recommendations Timeline



# Discussion

**Lisa Madden  
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Tom Klaban  
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Janet Petersen

655 Pine Street

Elko, NV 89801

NOV 05 2020

Curtis Calder

Elko City Manager

1751 College Ave.

Elko, NV 89801

November 5, 2020

Dear Curtis, Mayor Keener and Elko Board of Supervisors,

This is formal notice that I will be retiring from my appointed position as Elko City Sexton effective December 31, 2020.

I have thoroughly enjoyed the job and opportunity to serve the community, those grieving and others in need of burial information.

I have strived to serve the City of Elko in a professional and compassionate manner. I will be available to volunteer as needed.

A special thanks to the Mayor and Board of Supervisors and City staff for their support.

Sincerely,

*Janet Petersen*