



**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, September 14, 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/935467373>

ELKO CITY HALL

1751 College Avenue, Elko, NV 89801

Date/Time Posted: 8:30 a.m. P.D.S.T., Thursday, September 9, 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/935467373> You can also dial in using your phone at **United States: +1 (408) 650-3123** the Access Code for this meeting is **935-467-373** Public Comment and questions can be received by calling (775) 777-0590 or by emailing: cityclerk@elkocitynv.gov

Dated this Thursday, September 9, 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
4:00 P.M., P.D.S.T., TUESDAY, SEPTEMBER 14, 2021
ELKO CITY HALL, 1751 COLLEGE AVENUE, ELKO, NEVADA
<https://global.gotomeeting.com/join/935467373>

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: August 24, 2021 Regular Session

I. PRESENTATIONS

- A. Presentation and discussion regarding the updates being made by FEMA to our local floodplain maps, and discussion of the map update process, and matters related thereto. **INFORMATION ONLY – NON ACTION ITEM**

FEMA has been in the process of performing detailed studies of our local floodplains. New preliminary mapping has been received by City Staff. This presentation will outline the work being done, and the next steps for the City. BT

II. CONSENT AGENDA

- A. Review, consideration, and possible approval of a request from Conrad & Bischoff, Inc., an Idaho Corporation to assign its rights and duties under a lease agreement for airport land generally known as the “Airport Shell” to Conrad & Bischoff, LLC, a Delaware limited-liability company, and matters related thereto. **FOR POSSIBLE ACTION**

Conrad & Bischoff, Inc. was recently acquired by Conrad & Bischoff, LLC, a Delaware limited-liability company through a stock purchase. Although the names of the two companies are nearly identical, these are actually two separate companies. If the assignment and assumption is approved, Conrad & Bischoff,

LLC, will assume all rights and duties under the current land lease for the property generally known as "Airport Shell" through the end of the lease term on July 31, 2027, unless sooner terminated under the terms of the lease agreement. JF

- B. Review and possible approval of an agreement between the City of Elko and William Wright, D.V.M., for the provision of independent contractor services on behalf of the City of Elko Animal Shelter, and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko and Dr. William Wright desire to renew the Veterinarian Contract through December 31, 2022. Under this contract, LASSO reimburses the City of Elko for all fees paid. CC

- C. Review and possible approval of an agreement between the City of Elko and Hannah Rodriguez, D.V.M., for the provision of independent contractor services on behalf of the City of Elko Animal Shelter, and matters related thereto. **FOR POSSIBLE ACTION**

The City of Elko and Dr. Hannah Rodriguez desire to renew the Veterinarian Contract through December 31, 2022. Under this contract, LASSO reimburses the City of Elko for all fees paid. CC

- D. Review, consideration, and possible approval of a request from City Staff to apply for a grant, and matters related thereto. **FOR POSSIBLE ACTION**

The Elko Police Department request permission to apply for an Edward Byrne Memorial Justice Grant for the Elko Combined Narcotics Unit (ECNU) in the amount of \$95,712.00

This grant will allow the purchase of a forensic computer and software. Current computer, which is several years old, takes up to a week to download a single hard drive and is not capable of using all current software. TT

- E. Review, consideration, and possible approval of a request from City Staff to apply for a grant, and matters related thereto. **FOR POSSIBLE ACTION**

The Elko Police Department requests permission to apply for an Edward Byrne Memorial Justice Assistance Grant for the Elko Combined Narcotics Unit (ECNU) in the amount of \$36,001.00

The City of Elko Police Department applies for this grant each year to provide training, travel, equipment, and confidential funds for the ECNU. TT

III. PERSONNEL

- A. Employee Introductions:

1.) Valerie Zatarain, Laboratory Manager, WRF

- B. Review, consideration and possible appointment of a Council member to the vacant position on the Elko County Recreation Board, and matters related thereto. **FOR POSSIBLE ACTION**

Pursuant to NRS 244A the City of Elko must be represented by four members on the Elko County Recreation Board. With the passing of Councilman Hance a vacancy exists. KW

- C. Mayoral designation of Councilman Giovanni Puccinelli's "Liaison" positions within the City of Elko, and matters related thereto. **NO ACTION BY COUNCIL REQUIRED**

Councilman Puccinelli was appointed in to the vacant City Council position on August 10, 2021.

The vacant Liaison positions include:

- Airport & Public Property (2nd)
- Streets & Public Works (2nd)
- Building Department (2nd)
- Water & Sewer
- RAC
- Landfill
- IT Department

- D. Review, consideration, and possible approval of revisions to the position descriptions for WRF Operator I, II, III and IV, and matters related thereto. **FOR POSSIBLE ACTION**

The WRF Operator I, Operator II, Operator III and Operator IV position descriptions have been revised and updated to include the requirement of a Commercial Driver License (CDL) and accurately reflect the duties, and requirements of the position. SS

- E. Review, consideration, and possible approval of revisions to the position descriptions for WRF Operator I, II, III and IV, and matters related thereto. **FOR POSSIBLE ACTION**

The WRF Operator I, Operator II, Operator III and Operator IV position descriptions have been revised and updated to include the requirement of a Commercial Driver License (CDL) and accurately reflect the duties and requirements of the position. SS

- F. Review, consideration, and possible approval of the Part Time Seasonal SnoBowl Maintenance Technician Job Description, and matters related thereto. **FOR POSSIBLE ACTION**

The position of Part Time Seasonal SnoBowl Maintenance Technician will support the SnoBowl operations. This position will provide technical support with the operation/maintenance of mechanical equipment at the SnoBowl, and will provide general support to the Parks Department at the SnoBowl. This is a seasonal, part time position, to be staffed in preparation for the SnoBowl opening, and during the ski season. SS

IV. APPROPRIATIONS

- A. Review and possible approval of Warrants, and matters related thereto. **FOR POSSIBLE ACTION**
- B. Review and possible approval of Print n' Copy Warrants, and matters related thereto. **FOR POSSIBLE ACTION**
- C. Review and possible ratification of General Hand-Cut Checks, and matters related thereto. **FOR POSSIBLE ACTION**
- D. Review, consideration, and possible final acceptance of the Public Works Department Preventive Maintenance Project 2021 to apply Micro Slurry Seal to select City streets, and matters related thereto. **FOR POSSIBLE ACTION**

At their June 8, 2021 meeting, the Council awarded the bid for the Preventive Maintenance Project 2020 to Sierra Nevada Construction in the amount of \$560,782.00. Sierra Nevada Construction has satisfactorily completed the work. DS

- E. Review, consideration, and possible direction to Staff to solicit bids for the Generator Relocation Project, and matters related thereto. **FOR POSSIBLE ACTION**

This is a project budgeted in the current Fiscal Year's Budget. This project consists of relocating the old WRF Generator to City Well I-96. The generator will be placed on a reinforced concrete pad with a fuel containment area due to the proximity of the well. The Generator will have a partial cover built over the top of it to protect it from the elements. The well house and generator will then be outfitted with the necessary electrical components for normal automated operation during power failures. DJ

- F. Review, consideration, and possible direction to Staff to solicit bids for the WRF Digester Improvements and Boiler Upgrade Project, and matters related thereto. **FOR POSSIBLE ACTION**

This is a project budgeted in the current fiscal year's budget. This project consists of construction and installation of digester draft tube assemblies, including in line heat exchangers, and the rebuild of mixer assemblies for each draft tube. Then an application of a new coat of UV resistant bituminous protective coating over insulation material on exterior of digester, and the removal of two existing boilers

with the replacement of a new single boiler, including replacement of existing steam pipelines from boiler building to digester No. 1. The goal of the project is to upgrade the boiler system for the digesters and replace worn and deteriorated digester components. DJ

- G. Review, consideration, and possible direction to Staff to solicit bids for the WRF West Primary Clarifier Recoating & Repairs Project, and matters related thereto. **FOR POSSIBLE ACTION**

This is a maintenance project budgeted for the current fiscal year's budget. The work consists of sandblasting and repainting all metal surfaces above and below the waterline of the clarifier with 3 or 4 coats of paint, respectively. Additionally, any damaged components noticed will be repaired during this time while the clarifier is drained of water. DJ

- H. Review, consideration, and possible direction to Staff to solicit bids for the WRF BIOTOWER Removal Project, and matters related thereto. **FOR POSSIBLE ACTION**

This is a project budgeted in the current fiscal year's operating budget. The work shall consist of the demolition and removal of the BIOTOWER and pump station and all appurtenances. Additionally, the installation of compacted structural fill will be placed in the void left by the removal of the BIOTOWER and pump station with the completion of final grading of the area. DJ

V. SUBDIVISIONS

- A. Review, consideration, and possible action to conditionally approve Division of Large Parcels No. 2-21, filed by Section Five Associates, LLC, a Final Map for the division of approximately 590.258 acres of property into eight lots for future development, and matters related thereto. **FOR POSSIBLE ACTION**

The subject property is located at the northern terminus of North 5th Street and consists of two existing parcels. APN 001-01D-001 consists of 314.652 acres in an A (General Agriculture) Zoning District within the City of Elko. APN 006-09L-002 consists of 275.60 acres within Elko County. A Tentative Map was conditionally approved by the City Council on August 10, 2021

The Planning Commission considered this Final Map on September 7, 2021, and took action to forward a recommendation to conditionally approve the Final Map associated with Division of Large Parcels No. 2-21. MR

VI. NEW BUSINESS

- A. Review, consideration, and possible approval of Revocable Permit No. 1-21, filed by Big Foot Holdings, LLC., to occupy .537 acres of 12th Street Right-of-Way adjacent to their parcel located at 1130 River Street to accommodate landscaping and a freestanding sign, and matters related thereto. **FOR POSSIBLE ACTION**

The applicant is requesting the revocable permit to add additional landscaping to the intersection of River Street and 12th Street as well as a freestanding sign for Express Car Wash. CL

- B. Review, consideration, and approval of the 2021 City of Elko Land Inventory update, and matters related thereto. **FOR POSSIBLE ACTION**

City of Elko Land Inventory spreadsheet is to be updated when necessary. Planning Commission reviewed the modifications at their September 7, 2021 meeting and recommended to City Council to approve the updated land inventory. CL

- C. Review, consideration, and possible action to fill a vacancy on the Elko City Planning Commission, and matters related thereto. **FOR POSSIBLE ACTION**

Giovanni Puccinelli was appointed to the City Council on August 10, 2021 leaving his position on the Planning Commission vacant. Staff conducted the standard recruitment process and has received 1 letter of interest to serve on the Planning Commission, copy of which is included in the Council packet. The new member will be appointed to fill the remainder of the four-year term, which will expire at the end of July 2024. CL

- D. Review, consideration and possible approval of a Revocable License Agreement between the City of Elko and Elevation Transport, 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-003 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

- E. Review, consideration and possible approval of a termination agreement between the City of Elko and Joe's Hauling LLC for APN 006-09G-030, 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-030, 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

- F. Review, consideration, and possible approval to advertise a request for proposals to operate the Food/Beverage Concession area at the Elko Regional Airport, and matters related thereto. **FOR POSSIBLE ACTION**

The airport would like to advertise to the public for proposals to operate the Food & Beverage Concession in the airport terminal. Any successful bids for a new contract will be negotiated and brought before the City Council for final approval. JF

- G. Review, consideration, and possible approval of the revised Humanitarian Campground Rules, and matters related thereto. **FOR POSSIBLE ACTION**

The Humanitarian Campground Rules require revision to reflect to address expansive campsites due to garbage collection and the difficulty in mandating Fire Department inspection and approval of woodstoves or similar device. SAW

- H. Review, consideration and possible approval of a termination agreement between the City of Elko and Rodrigo Mata-Gonzales, dba Grandpa's Tacos, and matters related thereto. **FOR POSSIBLE ACTION**

In March 2020, the City of Elko entered into a concession agreement with Rodrigo Mata-Gonzales, dba Grandpa's Tacos to open a restaurant in the airport terminal building. Due to the Covid pandemic, start dates to open the restaurant were continually pushed back and it eventually became apparent that opening the restaurant in the terminal would not happen. Staff believes it would be in the best interest of the City to terminate the concession agreement with Grandpa's Tacos to make the space available for another business. JF

VII. RESOLUTIONS AND ORDINANCES

- A. Review, consideration, and possible action to adopt Resolution 26-21, a resolution establishing administrative fines associated with the enforcement of Title 9, Chapter 6 (Illegal Discharge and Connection to Stormwater), Chapter 7 (Construction Site Runoff Control), and Chapter 8 (Postconstruction Runoff Control and Water Quality Management), and matters related thereto. **FOR POSSIBLE ACTION**

Title 9, Chapters 6, 7, and 8 were recently updated with new enforcement regulations and procedures. Several sections of these chapters reference an administrative fine possibly being imposed upon issuance of a Notice of Violation or a Stop Work Order. This fine is indicated as being set by Resolution of the City Council. The cost of Staff time for the average Notice of Violation and Stop Work Order was calculated and Staff has determined that a fine of \$500 would be appropriate and justifiable. MR

- B. Review, consideration, and possible approval of Resolution No. 28-21, donating approximately 200 pairs of inline and quad roller skates to the Igloo, and matters related thereto. **FOR POSSIBLE ACTION**

On January 15, 2021 the Recreation Department received a letter from the Nevada East Roller Derby Girls stating that they would like to donate or transfer approximately 200 pairs of roller skates to the City of Elko to continue the Family Skate Night Event. Due to impacts from the Covid-19 pandemic, the Recreation Department has not been able to continue to hold the event. The Igloo Recreation Center has requested that the City donate the skates to them for public use at their facility. JW

VIII. 5:30 P.M. PUBLIC HEARINGS

- A. Review, consideration, and possible action on an appeal filed pursuant to Elko City Code 3-2-22(H), appealing the Elko City Planning Commission's decision to deny Variance No. 3-21, filed by DAG, LLC on behalf of Sonora LLC, for an increase in the number of allowed freestanding signs per street frontage and increase maximum area of a freestanding sign, located generally on the south corner of the intersection of Idaho Street and 5th Street (397 5th Street), and matters related thereto. **FOR POSSIBLE ACTION**

Pursuant to Elko City Code 3-2-25, the Council may affirm, modify or reverse the decision of the Planning Commission.

The Planning Commission considered the subject variance on July 6, 2021, and took action to deny the variance. Subsequently, the applicant appealed the Planning Commission's decision. The applicant requested the item be tabled July 27, 2021, August 10th as well as the August 24th, 2021 meeting. CL

IX. 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

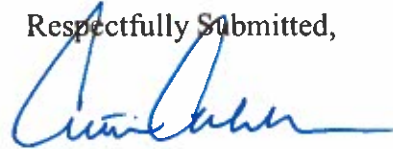
COMMENTS BY THE GENERAL PUBLIC

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