



MAYOR  
Geno Martini

CITY COUNCIL  
Donald Abbott, Ward I  
Ed Lawson, Ward II  
Ron Smith, Ward III  
Charlene Bybee, Ward IV  
Kristopher Dahir, Ward V

CITY ATTORNEY  
Chet Adams

CITY MANAGER  
Steve Driscoll

**REGULAR CITY COUNCIL MEETING MINUTES  
2:00 P.M., Monday, June 12, 2017**

**City Council Chambers, Legislative Building, 745 Fourth Street, Sparks, Nevada**

**1. Call to Order** (Time: 2:00 p.m.)

The regular meeting of the Sparks City Council was called to order by Mayor Geno Martini at 2:00 p.m.

**2. Roll Call** (Time: 2:01 p.m.)

Mayor Geno Martini, Council Members Donald Abbott, Ed Lawson, Ron Smith, Charlene Bybee, Kristopher Dahir, City Manager Steve Driscoll, Acting City Attorney Shirle Eiting and City Clerk Teresa Gardner, PRESENT.

ABSENT: None

**3. Opening Ceremonies**

**3.1 Invocation Speaker** (Time: 2:01 p.m.)

The invocation was provided by Gregory Hamilton, Church of Jesus Christ of Latter Day Saints

**3.2 Pledge of Allegiance** (Time: 2:02 p.m.)

The Pledge of Allegiance was led by Acting City Attorney Shirle Eiting.

**4. Public Comment** (Time: 2:03 p.m.)

Marsy Kupfersmith, previously a member of the Reno Senior Citizen Advisory Committee and the Washoe County Senior Services Advisory Board, recently moved from Reno to Sparks and had to resign those positions because of the relocation. Ms. Kupfersmith requested consideration of a Senior Citizen Advisory Committee for Sparks. Mr. Driscoll said Council Member Abbott is our representative on the County Board; Mr. Driscoll said he will take the suggestion under advisement.

39 North Downtown representative Kim Ciesynski gave an update on the group's activities including building playhouses to benefit Habitat for Humanity, the Nevada Arts Council Roundtable at the Museum, the Thursday evening marketplace, and motorcycle parking. The train is popular and although it is not paid for yet, it is close.

Reno Senior Citizen Advisory Committee Chair Donna Clontz said the items collected for Stuff a Bus exceeded the goals and Ms. Clontz thanked the City of Sparks for participating. Ms. Clontz

said she is interested in the demographics with regards to the senior population in Sparks and she supports creation of a Sparks Senior Citizen Advisory Committee.

Lynn Jenkins applied for appointment for the Reno Tahoe Airport Authority Board of Trustees, reviewed his qualifications, and said he would be honored to represent the City of Sparks on this Board.

**5. Agenda (Time: 2:16 p.m.)**

**5.1 Approval of the Agenda (FOR POSSIBLE ACTION)**

Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.

A motion was made by Council Member Smith, seconded by Council Member Lawson, to approve the agenda as amended, removing items 9.10 and 9.11. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**6. Minutes (Time: 2:17 p.m.)**

**6.1 Consideration and possible approval of the minutes of the regular Sparks City Council meeting of May 22, 2017. (FOR POSSIBLE ACTION)**

A motion was made by Council Member Lawson, seconded by Council Member Abbott, to approve the minutes of the regular Sparks City Council meeting on May 22, 2017. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**7. Announcements, Presentations, Recognition Items and Items of Special Interest (Time: 2:18 p.m.)**

**7.1 Proclamation: "Alzheimer's and Brain Awareness Month" & "The Longest Day" (Time: 2:18 p.m.)**

Mayor Martini proclaimed June, 2017 as Alzheimer's and Brain Awareness Month and June 21, 2017, as The Longest Day and presented the proclamation to Alzheimer's Association Special Events Manager Niki Rubarth and Edward Jones Financial Advisor William Palmer. Ms. Rubarth thanked the Mayor and Council and invited all to participate in the September 23, 2017 Walk to End Alzheimer's being held at the Sparks Marina Park.

**8. Consent Items (FOR POSSIBLE ACTION) (Time: 2:24 p.m.)**

A motion was made by Council Member Lawson, seconded by Council Member Dahir, to approve consent items 8.1, 8.2 and 8.3. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**8.1 Report of Claims and Bills approved for payment and appropriation transfers for the period May 4, 2017 through May 24, 2017. (FOR POSSIBLE ACTION)**

An agenda item from Financial Services Director Jeff Cronk recommending the City Council approve the report of claims and bills as presented in the staff report.

**8.2 Consideration, review and acceptance of the receipt of grant and/or donation money which is individually under \$5,000. (FOR POSSIBLE ACTION)**

An agenda item from Accountant II Rick Parton recommending Council accept the receipt of grant and/or donation money which is individually under \$5,000. There is no impact to the general fund.

Formal policy established for grants and donations directs that Council approve the acceptance of grant awards, less than \$5,000 via a staff report which details the receipt of such grants and donations. The following donations were awarded to the City during the period from January 2017 to March 2017:

<b>Donator</b>	<b>Amount</b>	<b>Purpose of Donation</b>
Various People	\$3,549.00	Violence Against Women
David & Kay Dahl	\$1,500.00	Police Dept. General Donations
Various People	\$955.75	Partners in Parks & Recreation

**8.3 Consideration and possible approval of a construction contract for Fire Station 1 for the 3rd Floor Shower Remodel Project in the amount of \$63,039 to Gill Construction Incorporated (AC5372). (FOR POSSIBLE ACTION)**

An agenda item from Capital Projects Manager Brian Cason recommending Council approve the construction contract. Fire Station 1 was built more than 35 years ago, in 1981, prior to many of the current accessibility code requirements and standard building practices. The shower remodel will reconfigure the shower to improve plumbing, remediate moisture infiltration, separate shower stalls, and improve ADA accessibility to the 3<sup>rd</sup> floor showers at Fire Station 1. Funding is from the capital facilities and capital projects funds; there is no impact to the general fund.

**9. General Business**

**9.1 Consideration and possible approval of a contract to KG Walters Construction (AC5374) for a new entrance gate at the Truckee Meadows Water Reclamation Facility (TMWRF) in an amount not to exceed \$528,710. (FOR POSSIBLE ACTION) (Time: 2:24 p.m.)**

An agenda item from TMWRF Maintenance Manager Kim Laber recommending Council approve the contract. The Truckee Meadows Water Reclamation Facility (TMWRF) completed construction of its new digester gas conditioning system in 2015. As part of this project a new gas flare was installed adjacent to the gas conditioning complex to flare the excess digester gas. This new flare is close to the entrance road that leads to the septage receiving facility to which the public can easily access. The Washoe County Health District Air Quality Management Division (AQMD) regulates the pollutants emitted from this flare. Because the flare is near the publicly accessible septage receiving road, AQMD has determined that this is the compliance point for air quality. This determination has resulted in tighter restrictions on the pollutants coming from the flare. These restrictions become an issue during maintenance of the gas conditioning system when untreated raw gas is sent to the flare.

By installing a new gate and guard building approximately 1600 feet further from the main facility entrance and restricting the public from the interior of the plant TMWRF can service the gas conditioning system without potentially violating the air quality permit. Additionally, the new gate and guard building will restrict the public from accessing the interior of the plant resulting in a more secure facility. Funding is from the joint treatment plant fund and reimbursement from the City of Reno; there is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Dahir, to approve the contract with KG Walters Construction for a new entrance gate at TMWRF in the amount of \$528,710. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.2 Consideration and possible ratification of Change Order #1 to the existing contract with Sierra Nevada Construction (AC-5352) for the 2017 Street Patching Project in the amount of \$60,035. (FOR POSSIBLE ACTION) (Time: 2:29 p.m.)**

An agenda item from Transportation Manager Amber Sosa recommending Council ratify the change order. The change order is necessary to add additional street patching prior to the City FY 17/18 annual slurry seal project for which additional streets will be added to the slurry seal project. The contractor would have had patching scheduling issues which may have jeopardized the scheduled slurry seal project. Due to the immediate need and the fact that the contractor has been actively working to quickly provide the patches the city roads require, the City Manager authorized immediate execution of the Change Order with the intention of seeking ratification from the City Council after-the-fact. Funding is from the road fund; there is no impact to the general fund.

A motion was made by Council Member Smith, seconded by Council Member Dahir, to ratify Change Order No. 1 to the existing contract (AC-5352) with Sierra Nevada Construction for the 2017 Street Patching Project in the amount of \$60,035. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.3 Consideration and possible approve the 2018 Street Preventative Maintenance Contract for the Slurry Seal Program, Bid No. 17/18-001, PWP # WA-2017-144 to Sierra Nevada Construction (AC5375), in the amount of \$439,104.56. (FOR POSSIBLE ACTION) (Time: 2:32 p.m.)**

An agenda item from City Engineer Jon Ericson recommending Council approve the contract. The preventative maintenance, slurry seal program provides preventative maintenance treatments on candidate pavements included in the city's transportation maintenance plan. This program will be treating over 2.3 million square feet of roadway surface throughout the city with a rapid setting slurry seal. The project is scheduled to begin in mid-July, 2017 which coincides with the approved FY 17/18 budget year. Funding is from the road fund; there is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Smith, to approve the 2018 Street Preventative Maintenance Contract for the Slurry Seal Program to Sierra Nevada Construction, in the amount of \$439,104.56. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.4 Consideration and possible approval of Change Order #1 in the amount of \$60,895.40 to the approved 2018 Street Preventative Maintenance Project for the Slurry Seal Program with Sierra Nevada Construction (AC5375). (FOR POSSIBLE ACTION) (Time: 2:34 p.m.)**

An agenda item from City Engineer Jon Ericson recommending Council approve the change order. The Preventative Maintenance, Slurry Seal Program provides preventative maintenance treatments on candidate pavements included in the city's transportation maintenance plan. The change order will increase the current contract slurry seal amount by over 474,000 square feet which adds 14 more streets throughout the city to the program. The additional streets will be added to the approved 2018 Street Preventative Maintenance Project which is scheduled to begin in mid-July, 2017 and coincides with the approved FY 17/18 budget year. Funding is from the road fund; there is no impact to the general fund.

Council Member Dahir asked how someone could find out what streets are on the schedule and Mr. Ericson said he is putting together information on the condition of streets and past maintenance, and it should be on the website by the end of the 2017 calendar year.

A motion was made by Council Member Smith, seconded by Council Member Dahir, to approve Change Order No. 1 in the amount of \$60,895.40 to the approved 2018 Street Preventative Maintenance Project for the Slurry Seal Program with Sierra Nevada Construction (AC-5375). Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.5 Consideration and possible approval to purchase an excess insurance policy for workers' compensation for the policy period 7/1/2017 to 6/30/2018 in the amount of \$91,905 and authorization for the Contracts and Risk Manager to execute policy documents. (FOR POSSIBLE ACTION) (Time: 2:36 p.m.)**

An agenda item from Human Resources Analyst II Jill Valdez recommending Council approve the purchase the excess insurance policy for workers' compensation to protect the financial interests of the City of Sparks for the next policy period. While the primary layer of risk exposure in the worker's compensation program is self-insured, the city purchases an excess insurance policy for two reasons. First, it is a requirement under Nevada law to carry excess coverage to have a self-funded worker's compensation program. Second, the policy protects the financial interests of the city against unpredictable, catastrophic losses. Funding is from the worker's comp self-insurance fund; there is no impact to the general fund.

A motion was made by Council Member Dahir, seconded by Council Member Smith, to approve the purchase of an excess insurance policy for workers' compensation for the policy period 7/1/2017 to 6/30/2018 in the amount of \$91,905 and authorize the Contracts and Risk Manager to execute policy documents. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.6 Consideration, discussion and possible approval to purchase stop loss insurance for the City's group health insurance self-funded plan for Fiscal Year 2018 in the amount of \$417,237 and to give authorization for the Contracts and Risk Manager to execute policy documents. (FOR POSSIBLE ACTION) (Time: 2:38 p.m.)**

An agenda item from Sr Human Resources Analyst Jen McCall recommending Council approve the purchase of stop loss insurance to protect the city's self-funded group medical plan from catastrophic losses. To protect the city's self-funded group health insurance program from individual catastrophic medical and pharmacy claims, the program purchases stop loss (re-insurance) insurance which provides significant financial protection to the plan. Stop loss insurance is automatically budgeted annually from the group health insurance fund; there is no impact to the general fund.

A motion was made by Council Member Abbott, seconded by Council Member Bybee, to approve the purchase of stop loss insurance with Companion Life Insurance Company for the city's self-funded group medical benefits program for 2017/18 in the amount of \$417,237 and authorize the Contracts and Risk Manager to execute policy documents. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.7 Consideration and possible approval to purchase various commercial insurance policies not to exceed \$569,053 to protect the financial interests of the City for the next policy periods and authorization for the Contracts and Risk Manager to execute policy documents. (FOR POSSIBLE ACTION)**  
(Time: 2:42 p.m.)

An agenda item from Contracts & Risk Manager Dan Marran recommending Council approve the purchase of commercial insurance policies to protect the financial interests of the City of Sparks. While most primary layers of risk exposure are self-insured, the city purchases commercial insurance policies to protect its financial interests against unpredictable, catastrophic losses. These policies include: property & contents (including boiler & machinery, auto physical damage, flood damage and cyber liability), public agency general liability, employee dishonesty and tenant users' liability. Funding is from the municipal self-insurance fund; there is no impact to the general fund.

Mr. Marran said art purchased by the City of Sparks is covered under the city's current policy; however, if the artist maintains ownership and loans art to the city, the current policy would not cover that art. Council Member Dahir said a change would open the door to additional artwork and Council Member Bybee said this issue will likely be addressed as the new Arts and Culture Advisory Committee develops a Public Art Program. Mr. Marran also commented on the new concern of the use of drones in city operations; however, they are excluded from the current policy and Mr. Marran recommends the city continue to use contractors to provide drone services at this time.

A motion was made by Council Member Smith, seconded by Council Member Dahir, to approve purchase of insurance policies for 2017-2018 and authorize the execution of required policy documents as recommended by the Contracts and Risk Manager. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.8 Consideration and possible approval to purchase various commercial insurance policies not to exceed \$308,919 to protect the financial interests of the Truckee Meadows Water Reclamation Facility for the next policy periods and authorization for the Contracts and Risk Manager to execute policy documents. (FOR POSSIBLE ACTION)**  
(Time: 2:53 p.m.)

An agenda item from Contracts & Risk Manager Dan Marran recommending Council approve the purchase commercial insurance policies to protect the financial interests of the Truckee Meadows Water Reclamation Facility (TMWRF) for the next policy periods. Annual renewal of insurance policies purchased for TMWRF are to protect its financial interest relating to potential accidental losses. TMWRF purchases commercial property coverage to protect against losses relating to its property and contents (including boiler and machinery exposures). Additionally, a pollution liability policy is carried at the facility and renewed on a 3-year cycle which is due in the coming fiscal year. General liability coverage (to cover premises exposures and acts of its employees) is managed under the city's master general liability policies and programs. Funding is from the joint treatment plant fund; there is no impact to the general fund.

A motion was made by Council Member Bybee, seconded by Council Member Smith, to approve purchase of recommended insurance policies for 2017-2018 and authorize the execution of required policy documents as recommended by the Contracts and Risk Manager. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.9 Consideration, discussion and possible appointment to the Regional Planning Governing Board for a three-year term (from the following pool of applicants listed in alphabetical order: Donald Abbott; Charlene Bybee; Kristopher Dahir; Ed Lawson and Ron Smith. (FOR POSSIBLE ACTION) (Time: 2:56 p.m.)**

An agenda item from City Manager Steve Driscoll recommending Council select the appointment to the Regional Planning Governing Board. The Regional Planning Governing Board is responsible for regional planning policy issues and adopts the regional plan based on recommendations put forward by the Regional Planning Commission. The board has ten members; three from Washoe County; four from the City of Reno; and three from the City of Sparks. The City of Sparks' 3 appointments to the Regional Planning Governing Board are staggered, three-year terms. Each appointee is an elected official; the current members are Mayor Geno Martini; Council Member Ed Lawson; and Council Member Charlene Bybee with Council Member Donald Abbott as an alternate. Council Member Charlene Bybee's appointment expires on June 30, 2017; she is seeking reappointment. There is no impact to the general fund.

Mayor Martini announced he will be resigning from his position on the Regional Planning Governing Board and provided direction to the City Manager to prepare an agenda item to allow him to make an appointment to fill that seat at the next meeting.

A motion was made by Council Member Dahir, seconded by Council Member Lawson, to reappoint Council Member Charlene Bybee to the Regional Planning Governing Board for a three-year term of June 30, 2017 to June 30, 2020. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.10 Consideration, discussion and possible approval of the Mayor's recommendation of appointments to the Civil Service Commission (from the following pool of applicants listed in alphabetical order: Candie, Alexis; Greggio, Rita) (FOR POSSIBLE ACTION)**

This agenda item was pulled from the agenda during agenda item 5.1

**9.11 Consideration, discussion and possible approval of the Mayor's recommendation of appointments to the Parks and Recreation Commission (from the following pool of applicants listed in alphabetical order: Bayer, Laura; Cromeenes, Katie Jo; Furno, Elise; Johnson, Devyn; Lauzardo, Richard; Mullen, Marisa; Palmer, Omar) (FOR POSSIBLE ACTION)**

This agenda item was pulled from the agenda during agenda item 5.1

**9.12 Consideration, discussion and possible approval of the Mayor's recommendation of appointments to the Reno Tahoe Airport Authority Board of Trustees (from the following pool of applicants listed in alphabetical order: Cromeenes, Katie Jo; Jenkins, Lynn; Phillips, Steve; Schmitt, Ron; Shockett, David; Sperber, Art). (FOR POSSIBLE ACTION) (Time: 3:01 p.m.)**

An agenda item from City Manager Steve Driscoll recommending Council confirm the Mayor's appointment. The appointment is for 1 member for a 4-year term. Several people submitted applications expressing interest in serving on the boards. Mayor Martini conducted brief interviews with the applicants and said there were several qualified applicants and thanked them for applying;

the Mayor appointed Mr. Art Sperber to serve on the Reno Tahoe Airport Authority Board of Trustees (RTAA).

A motion was made by Council Member Lawson, seconded by Council Member Abbott, to confirm the Mayor's appointment of Art Sperber to the Reno Tahoe Airport Authority Board of Trustees. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

Mr. Sperber thanked the Mayor and Council for the opportunity to serve on the RTAA and said he will resign his positions on the Planning Commission and Sparks Citizens Advisory Committee.

**9.13 Consideration and possible approval of a contract for a Sewer, Storm Drain, and Effluent Systems Rate Study Analysis, with Farr West Engineering (AC5373), in the amount of \$125,300. (FOR POSSIBLE ACTION) (Time: 3:04 p.m.)**

An agenda item from Utility Manager Andy Hummel recommending Council approve the contract. A rate study, covering sanitary sewer, storm drain, and effluent systems, was completed in 2008 and subsequently updated in 2012. The economic climate has changed since 2012, affecting residential and commercial development as well as existing users. Completion of the 2016 City of Sparks Sanitary Sewer Master Plan identified significant capital investments required within the sanitary sewer infrastructure. These changes have prompted a detailed analysis of the utility rates, policy, and code. Farr West Engineering was selected by staff to perform the rate study due to their experience with similar studies and their knowledge of regional issues relating to the City of Sparks. Funding is from the sanitary sewer operating fund, the effluent operations fund, and the storm drains operations fund; there is no impact to the general fund.

A motion was made by Council Member Lawson, seconded by Council Member Abbott, to approve a contract for a Sewer, Storm Drain, and Effluent Systems Rate Study Analysis, with Farr West Engineering, in the amount of \$125,300. Council Members Abbott, Lawson, Smith, Bybee, Dahir, YES. Passed unanimously.

**9.14 FIRST READING, Bill No. 2717, an ordinance to rezone a site approximately 4.09 acres in size from PO (Professional Office) to C2 (General Commercial) located at 4950 Vista Boulevard, Sparks, NV. (Time: 3:08 p.m.)**

City Clerk Teresa Gardner read the Bill by title. The second reading and public hearing will be held at the regular meeting on Monday, June 26, 2017.

**9.15 FIRST READING, Bill No. 2718, an ordinance to amend Chapter 13 of Sparks Municipal Code modifying environmental control and pretreatment standards; and providing for other matters properly related thereto. (Time: 3:09 p.m.)**

City Clerk Teresa Gardner read the Bill by title. The second reading and public hearing will be held at the regular meeting on Monday, June 26, 2017.

**9.16 An exempt meeting will be held after this regular meeting adjourns between the Council and management representatives for labor negotiation purposes as allowed per NRS288.220. (Time: 3:09 p.m.)**

An agenda item from Assistant City Manager Neil Krutz recommending Council adjourn to an exempt meeting. NRS Chapter 288, the Local Government Employee-Management Relations Act,



regulates relations between governments and public employees. Per NRS 288.220.4, certain proceedings, such as meetings between a local government employer and its management representatives, are not required to be open or public.

**10. Public Hearing and Action Items Unrelated to Planning and Zoning**

**10.1 None**

**11. Planning and Zoning Public Hearings and Action Items**

**11.1 None**

**12. Comments**

**12.1 Comments from the Public** (Time: 3:11 p.m.) - None

**12.2 Comments from City Council and City Manager** (Time: 3:11 p.m.)

Council Member Dahir extended an invitation to all to attend the 39 North Downtown Farmers Market that takes place each Thursday between 4:00 and 9:00 p.m. on Victorian Square.

Council Member Smith said the completion of the restoration of Last Chance Joe ran into a permitting issue and he requested the City Manager see if the city can waive the fee for the museum to help the project reach completion. Mr. Smith also requested the City Manager provide a report on the county road maintenance money being reinstated to the city.

**13. Adjournment**

Council was adjourned at 3:13 p.m.

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GENO R. MARTINI, Mayor

ATTEST:

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Teresa Gardner, City Clerk

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