

# CITY OF ELY

501 Mill Street Ely, Nevada 89301  
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## ELY CITY COUNCIL SPECIAL MEETING

January 28, 2019 5:00 p.m. – Ely Volunteer Fire Hall - 499 Mill Street-Ely, Nevada.

1. Mayor Van Camp called the special meeting of the Ely City Council to order at **5:00 p.m.**, led in the Pledge of Allegiance and asked for Roll Call.

Members present:

- Mayor Melody Van Camp
- Councilman Ernie Flangas
- Councilman Kurt Carson
- Councilwoman Jolene Gardner
- Councilman Sam Hanson

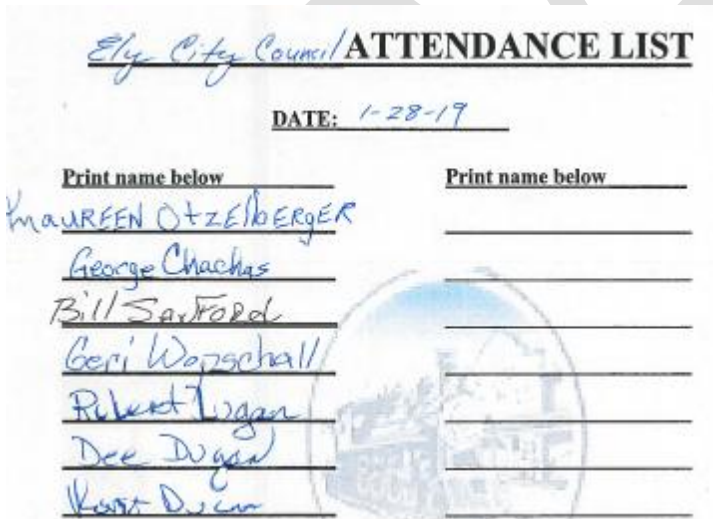
Members absent:

- Councilman Tony DeFelice

City Officials and Staff present:

- City Attorney Charles Odgers
- City Parks/Cemetery Leadman Mike Cracraft
- Deputy City Clerk Jennifer Lee

Also in attendance: Members of the public signed in (appears in).



### 2. PUBLIC COMMENT

George Chachas stated ongoing concerns regarding Sean Scott doing contracting work; his building's roof; and the duplex at 893 and 895 Ogden Avenue not being to Code. I'm disappointed Mr. Switzer gave a mere two weeks' notice. I'm disappointed in you because you'll be going through a stressful period until something is done.

### 3. ITEMS FOR DISCUSSION/POSSIBLE ACTION ONLY OF THE ELY CITY COUNCIL.

1. Mayor Van Camp – Discussion/For Possible Action – Acceptance of Robert Switzer's resignation as City Administrator, effective February 1, 2019.

Councilman Hanson moved to accept Robert Switzer's resignation as City Administrator, effective February 1, 2019. Councilwoman Gardner seconded the motion. The motion carried unanimously.

2. Mayor Van Camp – Discussion/For Possible Action – Direction for City Staff to advertise the position(s) of City Clerk, or City Clerk/Treasurer, or City Administrator in the local newspaper, the National Association of City and County Managers and Indeed.

Mayor Van Camp stated I met last week with Bob, Mike Cracraft, Jennifer Lee and Rebecca Wittig from the front desk. At this time, we need to make some adjustments with Bob's departure. Jennifer, who is Deputy Clerk, will take the reins; but not be saddled with all the responsibilities – there's just too much work – so I'm farming out some of those responsibilities. I'm not appointing job titles, but more responsibilities. There will be a five percent (5%) raise for those extra duties.

City Attorney Odgers stated I need to clarify it is a Working out of a Classification, not a raise.

Mayor Van Camp stated Jennifer will do her usual duties, she'll be taking on the election, responsible for the P.O.s, attest the ordinances/resolutions, write the grants, run the day to day business in City Hall and resolve any issues. *Hinton Burdick* will take on the budget, but they will need a point of contact; so, I've asked Rebecca to feed the financial information to them. I asked Mike Cracraft to be the 'Go To' person for any public works inquiries; he will be responsible for the Monday morning work meetings, scheduling following up on the daily projects/grants and he'll report to me. I'll report to the Council. Any questions or problems that Mike can't solve will go to Chuck. I will attend the Monday morning meetings. HR issues all go to Chuck. Chuck will take on all HR issues, compliance and questions. We don't know how long this is going to take, but if everybody works together, this can be successful. The CDBG grant is due February 20<sup>th</sup>, so we need to get going on that.

Councilman Carson stated it seems to me that everybody is going to be extremely busy. I'm just wondering everybody's thoughts on instead of Mike reporting to Chuck on different departments, shouldn't that go to the liaison to work on? What's the function of a liaison if we're not going to help our departments?

City Attorney Odgers stated I'm not arguing with that point. Mike will be coming to me on HR related issues and that's that bargaining unit employees should not be administering discipline. If we need to buy something, that would come to the liaison anyway. My intent is not to be the city clerk or administrator.

Parks Cemetery Leadman Cracraft stated Kurt's idea is a good idea.

City Attorney Odgers stated if an issue comes up, I'll do the same thing I do now, which is notify you.

Parks/Cemetery Leadman Cracraft stated my suggestion would be to have Jennifer and I report at every City Council meeting.

Councilman Hanson stated we'll want to get this solved as quickly as possible, so I move City staff to advertise for the position of city clerk or city clerk/treasurer or city administrator in the local newspaper, National Association of City and County Managers and *Indeed*.

City Attorney Odgers stated the reason this agenda item is written this way is the Council has to decide what level of position you want to hire. Once you make that determination, then that motion should be amended to be that classification, including at what salary range under City Code.

Deputy City Clerk Lee stated it would be good if the applications went to the Mayor, Rebecca and Councilman Hanson, as the Admin. Liaison, because I intend to apply.

City Attorney Odgers stated since it's an HR function, based upon what the Mayor said, they would come to me.

Councilwoman Gardner asked if we hire someone, the new Council may want to get rid of them.

City Attorney Odgers stated the ordinance says the new Council has the right to remove, without cause, any of the appointed officials. To answer Jolene's question, we can't wait five months to fill the position based upon what a future Council might or might not do.

Councilman Flangas asked for our size of community, what does the NRS say?

City Attorney Odgers stated under Nevada Revised Statutes, you have to have a city clerk, and you have to have a city treasurer. The city treasurer function is being covered now by *Hinton Burdick* and Cherry.

Councilman Carson stated I would like a city clerk and a treasurer. I don't think there's enough hours in the day for one person to do all that. I'm uncomfortable not having a treasurer here that's vested in the community.

Councilman Hanson moved to advertise for a city administrator. Councilman Flangas seconded the motion. The motion carried 3 to 1, with Councilman Carson voting Nay.

#### 4. PUBLIC COMMENT

Fire Chief Rivera stated I think this is a good plan. I'm here to assist with anything.

Bill Sanford stated I'm all for Mike being the overseer. If you had a Human Resource issue, wouldn't it be better to have Mike, the department head, the liaison, and Chuck all together?

City Attorney Odgers stated we don't have department heads. We have leadmen and the leadmen report to the city administrator, so typically the city administrator does investigations and administers discipline. Mike, as a bargaining unit employee, cannot discipline another bargaining unit employee; that's why you have to have somebody that's in management to take care of that component.

William Sanford stated so would it be more advantageous to have a liaison from the Water Board or the Land Board and yourself involved in that?

City Attorney Odgers stated typically when I'm involved in an employment-related issue, we try not to bring the elected officials in because there's a process in the collective bargaining agreement.

Bill Sanford asked everything you do to that person will be documented and kept in their personnel record for the rest of their term?

City Attorney Odgers stated no, not according to the collective bargaining agreement. They keep it there for a minimum of two years. After a year, if they stay out of trouble, they can petition to have it removed and it depends on the level of discipline.

Bill Sanford stated as Mike being the new head, can we get the lights fixed on main street in front of the high school? There are about six of them out.

George Chachas stated I've been attending meetings since the early 70's. That was when one person could do it all. It wasn't until Alworth came on that you needed two people. If you don't get someone onboard that's an all-around cowboy to put their fingers on the financials, you guys are doomed. I've asked previously if you've brought back the utility billings to the City.

Mayor Van Camp stated we've had that on the agenda and had that discussion.

George Chachas stated ongoing concerns regarding misbilling him; his October 2015 public information request; his public information request regarding money received by Councilwoman Gardner from the City; the City not addressing drainage at 622 High Street; and his public information request for backflow device requirements.

#### 5. ADJOURNMENT: THE MEETING MAY BE ADJOURNED BY APPROPRIATE MOTION OF THE CITY COUNCIL.

Councilman Hanson moved to adjourn the special meeting of the Ely City Council at **5:36 p.m.**  
Councilwoman Gardner seconded the motion. The motion carried unanimously.

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**MAYOR**

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**ATTEST**