1. **CALL TO ORDER AND ROLL CALL**

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<tr>
<th>Attendee Name</th>
<th>Title</th>
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<tr>
<td>Jerry Anderson</td>
<td>Councilman</td>
<td>Present</td>
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<tr>
<td>Nick Flores</td>
<td>Councilman</td>
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<td>Izzy Gutierrez</td>
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<td>John B. Hanson</td>
<td>Councilman</td>
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<td>Jasie Holm</td>
<td>Councilwoman</td>
<td>Present</td>
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<td>Daniel J. Corona</td>
<td>Mayor</td>
<td>Present</td>
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<tr>
<td>Bryce Kimber</td>
<td>Public Works Director</td>
<td>Absent</td>
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<td>Burdel Welsh</td>
<td>Police Chief</td>
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<td>Chris Melville</td>
<td>City Manager</td>
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<td>Jeff Knudtson</td>
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<td>Michelle Giovo</td>
<td>Chief Financial Officer</td>
<td>Present</td>
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<tr>
<td>Anna Bartlome</td>
<td>City Clerk/Records Officer</td>
<td>Present</td>
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Others Present: Laura Oslund, Emily Carter, Jared Carter, Ryker Carter, Kathy Durham, Corinne Copelan, Lynette Parker, Cassandra Craythorn, Raul Naranjo, Teresa Naranjo, Jeff Durham, Cynthia Welsh and Colton Smith

Mayor Corona called the meeting to order at 7:00 p.m. in the West Wendover City Hall, Council Chambers #137. All those present and excused are noted above.

2. **PLEDGE OF ALLEGIANCE**

Mayor Corona led those present in the Pledge of Allegiance.

3. **COMMENTS FROM THE GENERAL PUBLIC**

Laura Oslund from the PACE Coalition stated that she has concerns about a marijuana cultivation and production facility being located in West Wendover as marijuana is a needy crop. Laura stated that marijuana needs high temperature, strong lights and water. The average size plant to get to maturity can use up to 6 gallons of water per day per plant and can produce up to 10 pounds of carbon dioxide. Laura stated that people should be very concerned for the health and welfare of the community as marijuana cultivation and production facility can environmentally impact the community.

4. **APPROVAL OF THE MINUTES (For Possible Action)**

a. City Council - Regular Meeting - Jan 16, 2018 7:00 PM
Council Member Holm made the motion to approve the minutes of the regular meeting of January 16, 2018. The motion was seconded by Council Member Anderson and passed unanimously.

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<tr>
<td>MOVER:</td>
<td>Jasie Holm, Councilwoman</td>
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<td>SECONDER:</td>
<td>Jerry Anderson, Councilman</td>
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<tr>
<td>AYES:</td>
<td>Anderson, Flores, Gutierrez, Hanson, Holm</td>
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5. **PRESENTATION**

a. **Mayor's Youth Award - West Wendover Elementary, Middle and High Schools**

Lynette Parker introduced Isabelle Craythorn as the Mayor's Youth Award winner for the Elementary School. Lynette stated that Isabelle is a privilege to teach as she listens, thinks and follows along on what she is learning. Lynette stated that Isabelle wants to learn and grow with purpose, and follows the golden rule. Lynette stated that Isabelle is a bright and shining spot in music and she hopes that she will keep all her wonderful traits as she grows up. Lynette read remarks from Isabelle's other teachers which included how friendly and quite she is, that she is always enthusiastic and a wonderful artist. Lynette read remarks from Isabelle's family which included what a caring young lady she is, that she has a warm smile, she cares about people and animals and they are proud she is a part of their lives.

Michael Christensen introduced Ryker Carter as the Mayor's Youth Award winner for the Middle School. Michael stated that Ryker is conscientious and curious student who always participates and is reliable and enthusiastic. Michael stated that Ryker plays the piano and participates in the Civil Air Patrol. Michael stated that Ryker gets along well with others and is an exemplary student.

6. **NEW BUSINESS**

a. **Discussion and Decision Regarding a Proclamation Declaring February 2018 as “National Radon Action Month in West Wendover, Nevada” and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager
Review/Comment/Action: City Council

Chris Melville explained that normally this would be done in January which is actually National Radon Action Month but there had been an error and it did not get placed on the agenda in January. Chris stated that he had spoken with the University of Nevada Cooperative Extension about moving the proclamation to February and they would appreciate it. Chris stated that to date we have given out 7 kits which are free to Elko County residents. Chris stated that the University of Nevada Cooperative Extension did not have much information on Elko County in general and West Wendover. Chris explained that there would be a similar program next year also. Council Member Holm asked if there were still testing kits available. Chris stated that there still are kits available at the City Hall. Council Member Gutierrez asked if we would always be behind on the month of the proclamation. Chris stated that no we would be back on schedule next year.
Council Member Anderson made the motion to approve the Proclamation Declaring February 2018 as "National Radon Action Month in West Wendover, Nevada". The motion was seconded by Council Member Holm and passed unanimously.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jerry Anderson, Councilman
SECONDER: Jasie Holm, Councilwoman
AYES: Anderson, Flores, Gutierrez, Hanson, Holm

b. Discussion and Decision Regarding the Purchase of a New Landfill Loader, Approval to Augment the Current Compost/Garbage/Landfill Budget for said Purchase and Authorize the City Manager to Prepare and the Mayor to Execute Any Related Contracts/Documents and Other Matters Appropriately Related Thereto (For Possible Action)

Report By City Manager
Review/Comment/Action: City Council

Chris Melville stated that Bryce Kimber's memo covered the need for the new loader at the landfill. The current loader is 21 years old and has been having issues with the transmission which could cost between $24,000.00 and $40,000.00 to fix if there are no further problems. The current loader has provided the City with a good service but is too small and not heavily built for our needs. The yearly payment for a new loader would be $36,655.79 a year for 5 years with a balloon payment at the end of the contract of $76,960.00. Chris stated that we would get a trade in on the current loader of $10,550.00. Chris stated that the total cost of the loader would be $231,738.00 and the Compost/Garbage/Landfill Enterprise Fund would need to be modified to cover the payments. Council Member Anderson asked what the length of the contract is. Chris stated that the contract would go until 2023 with a balloon payment. Mayor Corona asked if the payments are something that could be handled in the current budget. Chris stated that it would be tight but the fund should be able to handle it. Chris stated that the current loader could be repaired but that then leaves us with the potential that something else could happen due to the age and use of the machine. Council Member Holm asked if the current loader could be kept and used as a backup. Chris stated that the current loader is not working so it could not be used as a backup. Council Member Holm stated that hopefully we would get another 20 years out of the new loader. Chris stated that is what we hope for and the new loader is a more heavy duty machine.

Council Member Anderson made the motion to approve the purchase of a new landfill loader, approval to augment the current Compost/Garbage/Landfill budget for said purchase and authorize the City Manager to prepare and the Mayor to execute any related contracts/documents. Council Member Anderson amended his motion to include the total amount to be financed of $231,738.00 and awarded to Cashman Equipment. The motion was seconded by Council Member Holm and passed unanimously.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jerry Anderson, Councilman
SECONDER: Jasie Holm, Councilwoman
AYES: Anderson, Flores, Gutierrez, Hanson, Holm

c. Discussion and Decision Regarding the Adoption of the Intrastate Interlocal Contract Between the Department of Public Safety State Fire Marshall Division for the State of
Nevada and the City of West Wendover and Authorize City Manager to Prepare and Mayor to Execute Any Related Documents and Other Matters Appropriately Related Thereto (For Possible Action)

Report By City Manager

Review/Comment/Action: City Council

Chris Melville explained that the Interlocal Contract covers the work that currently takes place with the State which includes the fire inspections and commercial plan reviews. Chris stated that the State was to have an agreement in place years ago but it has never materialized until now. The City has followed the requirements for the last 20 years and uses licensed and certified personnel for all plan reviews.

Council Member Flores made the motion to adopt the Intrastate Interlocal Contract between the Department of Public Safety State Fire Marshall Division for the State of Nevada and the City of West Wendover and authorize the City Manager to prepare and the Mayor to execute any related documents. The motion was seconded by Council Member Gutierrez and passed unanimously.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Nick Flores, Councilman
SECONDER: Izzy Gutierrez, Councilman
AYES: Anderson, Flores, Gutierrez, Hanson, Holm

d. Discussion and Decision to Approve and Adopt the Proposed Fire Department - Fire Lane Policy Provisions and Other Matters Appropriately Related Thereto (For Possible Action)

Report By Fire Chief

Review/Comment/Action: City Council

Chris Melville explained that this is a fire lane/access roads markings and/or signage policy. The policy is to ensure that the Fire Chief has proper policy in place to identify and specify appropriate fire lanes at major commercial businesses. The policy is to establish appropriate marking criteria for the fire lanes so that there is clear standards and consistency. Chris stated that the policy is to identify where access is needed and coordinate with local businesses the new policy before enforcement and citations are issued.

Council Member Gutierrez made the motion to approve and adopt the proposed Fire Department - Fire Lane Policy Provisions. The motion was seconded by Council Member Anderson and passed unanimously.

RESULT: APPROVED [UNANIMOUS]
MOVER: Izzy Gutierrez, Councilman
SECONDER: Jerry Anderson, Councilman
AYES: Anderson, Flores, Gutierrez, Hanson, Holm

7. DEPARTMENT REPORTS

1. Youth City Council

Colton Smith stated that for the past couple the members of the Youth City Council have
been trying to recruit potential replacements for the upcoming school year.

2. Fire Chief

No additional update was given as the Fire Chief was not present at the meeting.

3. Police Chief

Burdel Welsh stated that currently all positions are filled with Officer Escareno completing field training, Isabelle Carrillo and Jennifer Miera completing their dispatch training. Burdel stated that 11 out of the 14 vehicles have had the carbon monoxide recall completed.

4. City Clerk/Records Officer

Anna Bartlome stated that election signups would begin on March 5 and go through March 16, 2018 with there being 3 Council Member seats available. Anna further stated that the City would start issuing marriage licenses on February 14th.

5. Chief Financial Officer

Michelle Giovo stated that the Consolidated Tax has again come in higher than last year which is a positive trend. Michelle stated that a letter had been received from the Nevada Department of Taxation regarding receipt and review of the annual audit which had no violations of statute and/or regulations. Michelle explained that a Request for Proposals was going out for auditor services as it has been 5 years since the last one had been done. Michelle stated that we need to designate the auditors by the end of March. Michelle reminded everyone of the budget workshops on April 4th and 5th.

Council Member Holm asked how far in advance they would receive a copy of the budget to review. Michelle stated about a week ahead of time.

6. Public Works Director

No update given as the Public Works Director was not present for the meeting.

7. City Manager

Chris Melville stated that Bryce Kimber's father had passed away and the service would be on February 10th at 11 a.m. (Pacific Time) in Montello. Chris stated that a special meeting would need to be held on February 20th for Department Head evaluations. Chris stated that the Wendover Christian Fellowship Church is still working on the appropriate changes to the sanctuary regarding exiting due to its size. Construction on Bomarc Station Phase 2 is continuing with tenant improvements are being made for the Mailboxes Etc. and a dollar store; tenant improvement plans will be coming for a dry cleaner. Chris stated that the owners of Bomarc have purchased property to potentially build some housing. Council Member Holm asked if Bomarc would be building apartments/condominium type facilities. Chris stated that there would be some apartments and single family houses. Council Member Gutierrez stated that he had meet with John Spillman who raised some concerns regarding the zoning for that area. Chris stated that he had meet with the owners and discussed a zone change for the area. Chris stated that he had meet with the owners of Cardinal Construction which are Jeff Cannon and his son who are the owners of the unfinished Silverado Estates Subdivision and they have some interest in developing the City housing lots. Chris explained to them that a letter of intent would need to be submitted so that an agreement can be developed. The executed lease agreement with the Air Force regarding the compost facility
had been sent to them to complete. Chris stated that the CDBG application had been submitted on time and presentations would be made on March 19th. Chris explained that there could be a complication with the CDBG process due to the Federal Government still working on the budget. Chris explained that Peppermill would be painting the Fire Station after they have competed repainting Chevron. The permit has been pulled for the new exterior of the Rainbow Casino that will begin when they have finished on the Peppermill Casino. Chris stated that there had been a meeting to discuss the status of the Air Force Property conveyance which is about a 2 year timeline. Chris also had a meeting to discuss the BLM City Center/Downtown property reversionary interest purchase which could possible take up to 1 year to complete. Chris stated that the TV advertising the 1% Committee has done has begun again starting February 1st; also advertising is continuing in the Megaplex Theaters. Chris explained that the Nevada Department of Taxation has awarded the medical marijuana dispensary site locations to Deep Roots Medical; we will now go back and continue the licensing process. Chris stated that the cultivation and production medical marijuana site location is still going through the review process and could take up to 90 days. Chris stated that currently all city positions are filled and there will be 10 individuals taking an Essential Management Skills Course in Elko which is held by POOL/PACT.

8. COMMUNICATIONS

Reports by Elected Officials

Council Member Holm congratulated the Mayor's Youth Award winners and thanked the teachers for coming to present the awards. Council Member Holm gave her condolences to Bryce Kimber and his family. Council Member Holm stated that there had been 25 inquiries for marriage licenses on Friday before noon. Council Member Holm thanked all those who donated items to the gift baskets. Council Member Holm welcomed all those new in the police department and dispatch. Council Member Holm stated that the Peppermill and Rainbow facilities will look very classy when the exterior projects are completed.

Council Member Anderson congratulated the new members of the police and dispatch departments. Council Member Anderson thanked the Youth City Council for being present at the meeting. Council Member Anderson congratulated the Mayor's Youth Award winners and thanked the departments for all their hard work. Council Member Anderson thanked Chris Melville and Mayor Corona for all the work that they have been doing and thanked Council Member Holm for her work on the marriage license project.

Council Member Flores gave his condolences to Bryce Kimber and his family. Council Member Flores congratulated the Mayor's Youth Award winners. Council Member Flores stated that the Cinco de Mayo event is scheduled for May 6th and anyone that would like to volunteer would be greatly appreciated. Council Member Flores stated he has had some people inquire about marriage licenses. Council Member Flores thanked the Department Heads for the work they do.

Council Member Gutierrez welcomed all the new hires in the City. Council Member Gutierrez congratulated the Mayor's Youth Award winners and thanked the Department Heads. Council Member Gutierrez stated that he had attended the Nevada League of Cities
meeting in which an attorney gave a presentation regarding a lawsuit regarding the opioid crisis. Council Member Gutierrez stated that he would not be present at the March 6th meeting.

Mayor Corona gave his condolences to Bryce Kimber and his family. Mayor Corona congratulated the Mayor’s Youth Award winners. Mayor Corona stated that a presentation will be given at the next meeting regarding the potential lawsuit to pharmaceutical companies. Mayor Corona is very excited about the City being able to issue marriage licenses and Mayors can now conduct marriage ceremonies. Mayor Corona stated that he is the chair of the Small Cities Caucus and with the upcoming Legislative Session the will have the ability to provide a bill draft.

9. APPROVAL OF THE CLAIMS
   a. Claims for February 6, 2018 (For Possible Action)

Council Member Holm made the motion to approve the claims for February 6, 2018. The motion was seconded by Council Member Anderson and passed unanimously.

| RESULT: | APPROVED [UNANIMOUS] |
| MOVER:  | Jasie Holm, Councilwoman |
| SECONDER: | Jerry Anderson, Councilman |
| AYES:    | Anderson, Flores, Gutierrez, Hanson, Holm |

10. COMMENTS FROM THE GENERAL PUBLIC

None offered or received.

11. NEXT MEETING DATE AND ADJOURNMENT
   a. Motion to: Adjournment (For Possible Action)

The next meeting date is a special meeting on February 20, 2018 at 6:00 p.m. at the West Wendover City Hall, Conference Room #115. The next regular meeting is February 20, 2018 at 7:00 p.m. at the West Wendover City Hall, Council Chambers #137. Council Member Gutierrez made the motion to adjourn at 7:58 p.m. The motion was seconded by Council Member Anderson and passed unanimously.

| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER:  | Izzy Gutierrez, Councilman |
| SECONDER: | Jerry Anderson, Councilman |
| AYES:    | Anderson, Flores, Gutierrez, Hanson, Holm |

ATTEST:

Anna E. Bartlome
City Clerk/Records Officer
CITY OF WEST WENDOVER
P.O. Box 2825 • 1111 N. Gene L. Jones Way • West Wendover, NV 89883
Office (775) 664-3081  Fax (775) 664-3720

WEST WENDOVER CITY COUNCIL, MINUTES OF THE
REGULAR MEETING OF JANUARY 16, 2018

1. CALL TO ORDER AND ROLL CALL

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Others Present: Brenda Claiborne, Corinne Copelan, Kathy Durham, Lynette Parker, Mike Katsonis and Cynthia Welsh

Mayor Pro-tem Anderson called the meeting to order at 7:00 p.m. in the West Wendover City Hall, Council Chambers #137. All those present and excused are noted above.

2. PLEDGE OF ALLEGIANCE

Mayor Pro-tem Anderson led those present in the Pledge of Allegiance.

3. COMMENTS FROM THE GENERAL PUBLIC

None offered or received.

4. APPROVAL OF THE MINUTES (For Possible Action)

a. City Council - Regular Meeting - Jan 2, 2018 7:00 PM

Accepted

Council Member Holm made the motion to approve the minutes of the regular meeting of January 2, 2018. The motion was seconded by Council Member Flores and passed unanimously.

5. PRESENTATION

a. Mayor's Youth Award - West Wendover Elementary, Middle and High Schools

Presentation of the Mayor's Youth Award to be forwarded to the next meeting due to the recipient not being present.

“The City of West Wendover is an equal opportunity provider.”
6. DEPARTMENT REPORTS

1. Youth City Council
   No report given due to no member of the Youth City Council being present.

2. Fire Chief
   Jeff Knudtson stated that the buildings on the Bomarc Project are being waterproofed.

3. Police Chief
   Burdel Welsh had nothing to report.

4. City Clerk/Records Officer
   Anna Bartlome had nothing to report.

5. Chief Financial Officer
   Michelle Giovo stated that the budget process will be beginning and dates for the meetings with the City Council will need to be set; dates being looked at are April 4th and 5th.

6. Public Works Director
   Bryce Kimber had nothing to report.

7. City Manager
   Chris Melville had nothing to report.

7. COMMUNICATIONS

Reports by Elected Officials

Council Member Holm stated that she had attended an Elko County School Board meeting which had discussed an interactive program that will help special needs students. Council Member Holm stated that she would be contacting the DMV to see where they are at in potentially adding a location or kiosk in West Wendover. Council Member Holm explained that the marriage license computer is in and there will be a promotion starting February 14th for the first 5 couples to receive a gift basket.

Council Member Flores stated that he was excited about the marriage license computer being installed.

Council Member Anderson thanked everyone for coming.

Council Member Gutierrez stated that he had attended a Nevada League of Cities meeting in Las Vegas the prior week. Council Member Gutierrez stated that he had attended Dean Heller's meet and greet in Elko. Council Member Gutierrez stated that he was not present due to being in a car accident.

Council Member Anderson stated that he had also attended Dean Heller's meet and greet.

8. APPROVAL OF THE CLAIMS

a. Claims for January 16, 2018 (For Possible Action)
b. December 2017 Hand Checks/EFT (For Possible Action)

c. December 2017 Insurance (For Possible Action)

Council Member Holm made the motion to approve the claims of January 16, 2018, December hand checks/EFT and December insurance. The motion was seconded by Council Member Flores and passed unanimously.

9. COMMENTS FROM THE GENERAL PUBLIC

Brenda Claiborne explained that there would be a business connect meeting on January 17th starting at 5:00 p.m. at Carquest.

10. NEXT MEETING DATE AND ADJOURNMENT

a. Motion to: Adjournment (For Possible Action) Adopted

The next meeting date is a regular meeting on February 6, 2018 at 7:00 p.m. in the West Wendover City Hall, Council Chambers #137. Council Member Holm made the motion to adjourn at p.m. The motion was seconded by Council Member Hanson and passed unanimously.

ATTEST:

Anna E. Bartlome
City Clerk/Records Officer
Memo

From: Anna Bartlome

To:

Date: 02/06/2018

Re: Mayor's Youth Award - West Wendover Elementary, Middle and High Schools

No information provided.
Memo

From: Anna Bartlome

Date: 02/06/2018

Re: Discussion and Decision Regarding a Proclamation Declaring February 2018 as “National Radon Action Month in West Wendover, Nevada” and Other Matters Appropriately Related Thereto

See the attached information.
Memo

To: Mayor & City Council
From: Chris J. Melville, City Manager/Director Community Development
CC: [Click here and type name]
Date: 2/1/2018
Re: Agenda – February 6, 2018 – Proclamation Radon Action Month

Mayor/Council:

Attached is a proposed Proclamation regarding establishing February as Radon Action Month. This proclamation is part of our efforts in furthering the home owner testing of radon in collaboration with the University of Nevada Cooperative Extension. In such case the city is already promoting the availability or residential radon test kits here at City Hall which are free for Elko County residents. As of today we have provided 7 such test kits for residents. Information is available as part of our news section of our website as well as flyer information at the utility counter.

January is the normal month chosen for the proclamation but I made an error in December with the proclamation and so it was not on the agenda. However, the Cooperative Extension was pleased that we would consider it even for February.

I appreciate your consideration and approval of the proclamation.
A PROCLAMATION DECLARING FEBRUARY 2018 AS
“NATIONAL RADON ACTION MONTH IN WEST WENDOVER, NEVADA”

WHEREAS, many residents in the City of West Wendover don’t know about radon, yet need to know, for the safety and health of their families, as radon is a colorless, odorless, naturally occurring radioactive gas that is the primary cause of lung cancer among nonsmokers; the second leading cause of lung cancer in smokers and

WHEREAS, the U.S. EPA estimates 21,000 people in the U.S. die each year from lung cancer caused by indoor radon exposure, and lung and bronchus cancer kill more people in a year than any other cancer; and

WHEREAS, radon kills more people than secondhand smoke, drunk driving, choking, drowning or home fires; and

WHEREAS, any home in the City of West Wendover may have elevated levels of radon, even if neighboring homes do not, and living in a home with an average radon level of 4 picocuries per liter of air poses a similar risk of developing lung cancer as smoking half a pack of cigarettes a day; and

WHEREAS, testing is the only way to know if a home has an elevated radon level, and testing is easy and inexpensive, and when identified, homes can be fixed; and

WHEREAS, University of Nevada Cooperative Extension, the Nevada Division of Public and Behavioral Health, and the U.S. Environmental Protection Agency support efforts to encourage all residents in the City of West Wendover to test their homes for radon, mitigate elevated levels of radon, and have new homes built with radon-reducing materials and features.

WHEREAS, the City of West Wendover with the cooperation of the University of Nevada Cooperative Extension has made available at the West Wendover City Hall, radon test kits for residents of the area.

NOW, THEREFORE, the City of West Wendover City Council, does hereby proclaim February 2018, as

“NATIONAL RADON ACTION MONTH”
In West Wendover, Nevada

ADOPTED this ___th day of February, 2018

______________________________
Mayor Daniel Corona
City of West Wendover
City Of West Wendover
City Clerk
1111 N. Gene L. Jones Way
P.O. Box 2825
West Wendover, Nevada 89883

Memo

From: Anna Bartlome
To:

Date: 02/06/2018

Re: Discussion and Decision Regarding the Purchase of a New Landfill Loader, Approval to Augment the Current Compost/Garbage/Landfill Budget for said Purchase and Authorize the City Manger to Prepare and the Mayor to Execute Any Related Contracts/Documents and Other Matters Appropriately Related Thereto

See the attached information.
West Wendover Public Works Department

Date: 7/1/2016
To: Mayor and Council
Cc: City Manager Chris Melville
From: Bryce Kimber
Re: Purchase of New, Cat 950 GC Loader for the Landfill.

As I informed you in December's Department Update of the issues that we were having with the Transmission on the IT38 Loader at the Landfill, I have since had Wheeler Machinery Field Mechanic come and diagnose the problem, and they determined that the transmission is worn out. It had excessive metal filings and small chunks of metal in the magnetic screen and clutch pieces in the filter.

To do a normal overhaul on the transmission, seals, bearings and forward clutch discs and plates, it would cost in the neighborhood of $24,000.00 to do so. If after they get into the transmission and find that it needs gears and possibly machine work it could increase another $10,000.00. We would have to rent a loader during this time which would be a least a month, possibly a little longer for a cost around $6,000.00 a month. So on the outside the city could be spending up to and maybe more than $40,000.00 on the repairs to the machine and rental of a loader.

The IT38 loader is a 1996 year, with 15,000 hours on it. It is used every day at the Landfill to bury garbage and is a vital part of that process. I have done some research on this year and model of loader and it is worth around, $25,000.00 to $35,000.00 in working condition which ours is not. I do not think it is the wisest thing to spend that kind of money on this machine when other main components could fail due to the age and hours of use, as well as cost the same amount to repair. I had the engine oil sampled just before we had the transmission issues and it indicated that bearing and cylinder wear was occurring.

The IT38 loader has done the city a good service for being used to start out, but is really too small and is not heavy enough built for the application that it is in, so I have looked and researched into a little bit bigger loader, that would be better suited for our application. The Cat 950 seems to fit that purpose the best for the price. The used ones that I have inquired into run between $150,000.00 to $200,000.00 range and we would have to go out to bid for them and such rent a loader for the time that it took to complete
the bid process, at $5,000.00 to $6,000.00 a month. I then figured that I would research buying a new
machine and go through (NJPA) National Joint Powers Alliance which is an organization that awards
contracts to various companies like Caterpillar for Government entities to procure equipment like this
through which honors bidding process that cities have to go through. At this time Caterpillar Inc. has a
current contract through them with Cashman Equipment Company from Elko as the vendor. This is the
same way that we procured the new Backhoe. Cashman Equipment has given the city a proposal for a
new 950GC loader as follows. Working with Caterpillar Financial Services.

New 950GC Loader - $304,094.00
NJPA Discount- $60,818.80
Cashman Discount- $1,336.74
Sale Price- $241,938.46
Trade in of IT38- $10,550.00
Sale Price- $231,388.00
Finance DOC Fee- $350.00
Total Financed- $231,738.00

The payments on this Loader would be $36,655.79 a year for 5 years, with a balloon Payment at the end
of the contract in the amount of $76,960.00. I have talked with the CFO and she agrees that the Compost
Fund will handle these payments at this time and into the future. The Compost Fund is losing four loan
Payments in the next two years, two at the end of 2018 and two at the end of 2019, which are close to
$300,000.00 in total.

If the City elects to purchase this loader we will not receive it until mid-March or a little later. Cashman
has agreed in writing that they Cashman would provide us a 938 loader to use free of charge until the new
loader arrives. So in my opinion this is the way to go, and it should serve the city for a long time into the
future.

Attached you will find all corresponding documents.
Wheeler Equipment Repair Quote IT38
Cashman Equipment Purchase Quote
NJPA Contract Documents
Caterpillar Finance Proposal

Bryce Kimber Jr
City of Wet Wendover
Public Works Director
### CITY OF WEST WENDOVER

<table>
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<tr>
<th>CUSTOMER NO.</th>
<th>CONTACT</th>
<th>PHONE NO.</th>
<th>Email/Fax</th>
<th>WORK ORDER NO.</th>
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<tbody>
<tr>
<td>095761</td>
<td>BRYCE KIMBER</td>
<td>(435) 830-7959</td>
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<th>MAKE</th>
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<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>IT38F</td>
<td></td>
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</tbody>
</table>

**SEGMENT: 01**

WASH MACHINE (074 7000)

NOTES:

**Segment 01 Total:** 487.20

**SEGMENT: 02**

REMOVE & INSTALL TRANSMISSION (010 3030)

NOTES:

**Segment 02 Total:** 6,630.50

**SEGMENT: 03**

RECONDITION TRANSMISSION (020 3030)

NOTES:
Includes seals, bearings and forward clutch discs and plates. No gears or housings are included. Classic parts are available.

**Segment 03 Total:** 15,102.30

**SEGMENT: 50**

TRANSPORT MACHINE (052 7000)

NOTES:
Transport the machine from City of West Wendover to Salt Lake and return to Wendover.

**Segment 50 Total:** 1,752.00

**Total Segments Parts:** 7,180.00

**Total Segments:** 23,972.00

**Sub Total (before taxes):** 23,972.00

- This estimate will expire 30 days from the estimate date.
- Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
- Terms: Net 30.
- Sales Taxes where applicable are not included with the above prices.

This is an estimate of work to be performed and it should be noted that upon disassembly and...
January 8, 2018

CITY OF WEST WENDOVER

P O BOX 2825
WEST WENDOVER, Nevada 89883

Attention: BRYCE KIMBER

Dear Bryce Kimber,

Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) New CAT Model: 950GC Wheel Loaders with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER: CE008866  SERIAL NUMBER:  YEAR: 2018  SMU:

Thank you for your interest in Cashman Equipment and Caterpillar products for your business needs. Our goal is to be a value added partner in your success. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Cashman will supply, at no charge, a 938M to the City of West Wendover to bridge the delivery gap of the 950GC, estimated to be mid March 2018. Should the City of West Wendover elect to not purchase the new 950GC for any reason the City of West Wendover will be responsible for rental on the 938M until the machine is returned to Cashman in Elko.

Sincerely,

Chad French
Machine Sales Representative
Cashman Equipment Company
ChadFrench@cashmanequipment.com
775-385-5834

One (1) New CAT Model: 950GC Wheel Loaders with all standard equipment in addition to the additional specifications listed below:

STANDARD EQUIPMENT
POWERTRAIN - Engine Cat C7.1 and ATAAC - Torque converter - Transmission, automatic, power shift - (4F/3R), kick-down function, overspeed - protection - Brakes, full hydraulic enclosed wet-disc - EIMS (Engine Idle Management System) - Fan radiator, electronically controlled, hydraulically driven, - temperature sensing, on demand - Filter, fuel primary-water separator/secondary - Radiator, unit core (9.5 ft) with ATAAC - Starting aid, glow plugs - Switch, transmission neutralizer lockout.

HYDRAULICS - Load sensing implement system pilot - operated - Dedicated load sensing steering pump - Dedicated brake and fan gear pump

ELECTRICAL - Alarm, back-up/main disconnect switch - Alternator (145-amp, brush type) - Batteries (2), maintenance free - Ignition key: start/stop switch - Lighting system, halogen (6 total) - Four (4) halogen work lights - Two (2) halogen road lights - Starting and charging system (24-volt) - Starter, electric (heavy duty).

OPERATOR ENVIRONMENT - Air conditioning (HVAC) with 10 vents and filter unit located outside of cab - Bucket/work tool function lockout - Cab, pressurized and sound suppressed - Hydroformed (ROPS/FOPS) structure - 12V power port (10A) - Coat hook - Pilot hydraulic controls, lift and tilt function - Computerized monitoring system - Gauges: Engine coolant temperatures/liquid level - Hydraulic/transmission oil temperature - Tachometer - Digital indicators - Gear indicator - Speedometer - Service meter units - Fault codes - Warning indicators - Air inlet heater - Electrical malfunction - Engine inlet manifold temperature - Engine oil pressure, fuel level - Fuel pressure high/low - Hydraulic oil level, parking brake - Primary steering oil pressure - Service brake oil pressure - Action light, engine malfunction - Transmission filter bypass - Heater and defroster - Horn - Cup holders and personal tray on - right console - Storage tray behind seat - Mirrors, rearview external - Seat, Cat Comfort (cloth) suspension - Seat belt - Steering column, adjustable angle - Wipers/washers (front and rear) - Window, sliding (left and right side)

TIRES, RIMS, AND WHEELS - A tire must be selected from the mandatory attachments section - Tire availability might vary by region - Base machine price includes an allowance - for basic radial tires.

FLUIDS - Premixed 50% concentration of extended - life coolant with freeze protection - to -34C (-29F)

OTHER STANDARD EQUIPMENT - Lift and bucket return-to-dig kick outs - (Electro-Magnetic), mechanical - adjustment - Couplings, Caterpillar O-ring face seal - Doors, service access (locking) - Front fender, steel - Grill, airborne debris - Hitch, drawbar with pin - Hood, non-metallic on steel structure, - wing doors - Hoses, Caterpillar XT - Counterweight - Linkage, Z-Bar, fabricated crosstube/tilt lever - SOS oil sampling valves - Sight gages - Engine coolant, hydraulic oil - Transmission oil level - Diagnostic pressure taps - Transmission speed clutches - Transmission forward and reverse - clutches - Steering pump load and discharge pressure - Brake system accumulator pressure - Front and rear brake pressure - Product Link Ready

MACHINE SPECIFICATIONS
950GC WHEEL LOADER HRC
REGIONAL PKG, USA
468-0900
PKG. COLD WEATHER (AM-N)
468-0904
LINKAGE, STANDARD, 3V/OC
468-0909
COUNTERWEIGHT, 3016LBS
387-5940
AXLES, OPEN/OPEN
469-3139
AIR INLET STANDARD, RAIN CAP
468-0812
HYDRAULICS 3V/WRIPE CTRL ANSI
15-5937
BATTERIES, STANDARD HRC
521-7458
WORKING LIGHTS, HALOGEN, AUX
489-0438
SUSPENSION SEAT, AIR
392-8373
SEAT BELT, 3", AUTO-ANTI-CINCH
391-5315
PRODUCT LINK, CELLULAR PL641
474-5205
STEERING SYSTEM, STANDARD
390-6000
FAN, REVERSING, ANSI
489-7753
TIRES, 23.5R25 MAX MS302 ** L3
494-3875
TOOL BOX
392-3809
LUBRICATION MANUAL
469-3112
QUICK COUPLER CONTROL 468-0816
QUICK COUPLER, FUSION 310-9391
BUCKET-GP, 114" 4.00YD3 (QC) 382-9834
CUTTING EDGE, BOLT-ON 139-9229
SERIALIZED TECHNICAL MEDIA KIT 5P-2506
ROLL ON-ROLL OFF 0P-4834
LIGHTS, WORKING, EXTRA HALOGEN 415-4203
SUN VISOR, REAR 391-5330
RADIO, AM/FM 474-6212
CONVERTER (24V TO 12V/15A) 474-6209
FENDER, EXTENSIONS, STEEL 415-7735
ROADING LIGHTS STANDARD 415-4247
LANE 2 ORDER 0P-9002
SINGLE AXIIS LEVERS W/FNR, 3V C 521-9764
AIR CONDITIONING, MANUAL C 499-3122

WARRANTY & COVERAGE
Standard Warranty: 12 Month/Unlimited * All standard warranties include travel time & mileage for first twelve months. Scheduled Oil sampling is required during entire warranty period.

<table>
<thead>
<tr>
<th>List Price</th>
<th>$304,094.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less NJPA discount awarded to Caterpillar contract #032515-CAT $60,818.80</td>
<td>-</td>
</tr>
<tr>
<td>Less additional Cashman discount $1,336.74</td>
<td>-</td>
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<tr>
<td><strong>SALES PRICE</strong></td>
<td>$241,538.46</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td>$241,538.46</td>
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<tr>
<td><strong>LESS GROSS TRADE ALLOWANCE</strong></td>
<td>($10,550.00)</td>
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<td><strong>TOTAL</strong></td>
<td>$231,388.46</td>
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Finance DOC Fee $350.00

Grand Total $231,738.46

TRADE-INS

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<tr>
<td>938</td>
<td>CAT (AA)</td>
<td>NA</td>
<td>1996</td>
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F.O.B/TERMS:
West Wendover Nevada

OPTIONS:

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<th>Components</th>
<th>Ref No.</th>
<th>Qty</th>
<th>Sell</th>
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</table>
Accepted by __________________________ on __________________

______________________________
Signature

Page 1 of 6
<table>
<thead>
<tr>
<th>Equipment Option</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>NEW MACHINE ESC</strong></td>
<td>New technology, increased efficiency, reduced emissions</td>
</tr>
<tr>
<td><strong>HIDRAULICS</strong></td>
<td>Advanced hydraulic systems, enhanced performance</td>
</tr>
<tr>
<td><strong>PAPRIOS</strong></td>
<td>Robust design, durable components, extended lifetime</td>
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</table>

**POWERTRAIN**

- Engine performance
- Transmission efficiency
- Drive system reliability

**POWERTRAIN+HYDRAULICS**

- Enhanced overall system performance
- Cost-effective maintenance solutions
- Improved fuel efficiency

**NEW MACHINE ESC COVERAGE OPTIONS**

- Comprehensive coverage for all new machine ESC equipment
- Flexible plans to suit different needs
- Extended warranty options available

**ATTACHMENT:** Loader for Landfill 2-6-18 (1352: Loader for Landfill)
Contract Award
RFP 032515 #

FORM D

Formal Offering of Proposal
(To be completed Only by Proposer)

HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES, ATTACHMENTS, AND SUPPLIES
In compliance with the Request for Proposal (RFP) for HEAVY CONSTRUCTION EQUIPMENT WITH RELATED
ACCESSORIES, ATTACHMENTS, AND SUPPLIES the undersigned warrants that I/we have examined this RFP and,
being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications,
service expectations and any special terms, do hereby propose, fully commit and agree to furnish the defined
equipment/products and related services in full compliance with all terms, conditions of this RFP, any applicable
amendments of this RFP, and all Proposer’s Response documentation. Proposer further understands they accept the full
responsibility as the sole source of responsibility of the proposed response herein and that the performance of any sub-
contractors employed by the Proposer in fulfillment of this proposal is the sole responsibility of the Proposer.

Company Name: Caterpillar Inc.  
Company Address: 100 NE Adams Street  
City: Peoria  State: IL  Zip: 61629  
Contact Person: Mike Hynes  Title: Governmental Account Manager

Authorized Signature (ink only): ______________________ Mike Hynes (Name printed or typed)
Form E

Contract Acceptance and Award

(To be completed only by NJPA)

NJPA032515 HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES, ATTACHMENTS, AND SUPPLIES

Caterpillar, Inc

Proposer’s full legal name

Your proposal is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined product/equipment and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your Response, and any exceptions accepted or rejected by NJPA on Form C.

The effective start date of the Contract will be May 19th, 2015 and continue for four years from the board award date. This contract has the consideration of a fifth year renewal option at the discretion of NJPA.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: [Signature]  
NJPA Executive Director  
Dr. Chad Cote  
(Name printed or typed)

Awarded this 19th day of May, 2015  
NJPA Contract Number 032515-CAT

NJPA Authorized signature: [Signature]  
NJPA Board Member  
Scott Verdone  
(Name printed or typed)

Executed this 19th day of May, 2015  
NJPA Contract Number 032515-CAT

Proposer hereby accepts contract award including all accepted exceptions and NJPA clarifications identified on FORM C.

Vendor Name: CATERPILLAR INC.

Vendor Authorized signature: [Signature]  
Mike Hynes  
(Name printed or typed)

Title: GOVERNMENTAL ACCOUNT MANAGER

Executed this 20th day of May, 2015  
NJPA Contract Number 032515-CAT

42
Caterpillar Financial Services Corporation

Finance Proposal

Customer

Name: CITY OF WEST WENDOVER
Address: 
City: 
State: 
Zip code: 
County: 

Dealer

CASHMAN EQUIPMENT COMPANY
Quote number: 575-7689
Sales person: 
Dealer contact: 
Telephone: 
Fax number: 
Quote date: 01/10/2018
Quote time: 13:35:40

Finance Proposal

This is Caterpillar Financial Services Corporation's confirmation of the following finance proposal. This is a proposal only and is subject to credit approval, execution of documentation, and execution and approval of the application survey.

Financing type: GOVERNMENTAL
Number of payments: 5 Annual Payments in Advance

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<td>10,550.00</td>
<td>231,738.46</td>
<td>36,655.79</td>
<td>76,980.00</td>
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Special Conditions

950GC
Model Year - 2018, Standard Environment, Major Attachments-Tires, Cab, Air Conditioning, Blades, Buckets, Rippers, General Purpose Bucket

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<th>Insurance</th>
<th>Payment w/Insurance</th>
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<tbody>
<tr>
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<td>950GC</td>
<td>3,053 20</td>
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The estimate for insurance is provided through Caterpillar Insurance Company (Provided by: Westchester Insurance Company in Rhode Island) and is not an offer to contract for insurance.

Conditions

Insurance: The customer must provide evidence of physical damage and liability insurance in an amount and from an insurance carrier satisfactory to CFSC. CFSC must be named on the policies, as loss payee and additional insured, as applicable, and a certificate of insurance in form and substance acceptable to CFSC, must be provided to CFSC.

Taxes: All taxes are the responsibility of the customer and may or may not be included in the above payment amount.

Equipment: The equipment cannot be delivered until all documents are executed by CFSC. All equipment must reside in the United States at all times.

Approval: This proposal is subject to, among other things, final pricing, credit approval and document approval by CFSC.

The terms and conditions outlined herein are not all-inclusive and are based upon information provided to date. This proposal may be withdrawn or modified by Lesser at any time. This proposal does not represent an offer or commitment by CFSC to enter into a transaction or to provide financing; and does not create any obligation for CFSC. A commitment to enter into the transaction described herein may only be extended by CFSC after this transaction has been approved by all appropriate credit and other authorities within CFSC.

Caterpillar Financial Services Corporation
2120 West End Avenue, Nashville, TN 37203
(615)341-1000

We appreciate the opportunity to provide you a proposal for this transaction.

Proposed by: Acknowledged by:

Caterpillar Financial Services Corporation

Packet Pg. 26
Memo

From: Anna Bartlome

Date: 02/06/2018

Re: Discussion and Decision Regarding the Adoption of the Intrastate Interlocal Contract Between the Department of Public Safety State Fire Marshall Division for the State of Nevada and the City of West Wendover and Authorize City Manager to Prepare and Mayor to Execute Any Related Documents and Other Matters Appropriately Related Thereto

See the attached information.
To: Mayor & City Council  
From: Chris J. Melville, City Manager/Director Community Development  
CC: [Click here and type name]  
Date: 2/1/2018  
Re: Agenda – February 6, 2018 – Interlocal Agreement, Nevada Dept of Public Safety – Fire Marshall

Mayor/Council:

Attached is the completed Interlocal Agreement between the City and the State of Nevada Department of Public Safety State Fire Marshall Division.

This interlocal solidifies current and past practice between the State and local entities with regard to Fire Inspections and Commercial Plan Reviews. The intent of the State was to have this agreement in place years ago but, it just never materialized until now. However for at least the last 20 years, our practice has been to honor the intent of such requirements. We have had properly licensed and certified individuals conduction commercial plan reviews, project reviews and fire inspections. To this end, there is no additional staff requirement which we need given we have had the proper plan review process in place as part of the Community Development Department and as well have the proper fire inspections being conducted by the Fire Department with appropriate certified personnel. In this vein, we have several individuals that meet the highest of the noted credentials including the City Engineer as well as Jack Speelman of Code Review Services who conducts our commercial plan reviews. Mr. Speelman has held the appropriate certifications with the State since we began using his services nearly two decades ago as part of the creation of the Community Development Department which at the time, I was appointed to create and lead.

This interlocal formalizes the various commitments required by the local entities and provides the minimum certifications/credentials required.

I have reviewed several drafts with Legal Counsel as well as the Fire Chief. Both have approved this final document as is the case with the State. I appreciate your approval.
INTRASTATE INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

A Contract Between the State of Nevada
Acting By and Through Its
Department of Public Safety
State Fire Marshal Division
107 Jacobsen Way
Carson City, NV  89701
Phone (775) 684-7509 / Fax (775) 684-7507

and

City of West Wendover
PO Box 2825
1111 N. Gene L. Jones Way
Phone (775) 664-3081/ Fax (775) 664-3720

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one
or more other public agencies to perform any governmental service, activity or undertaking which
any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the
best interests of the State of Nevada ("State") and the City of West Wendover ("City);

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as
follows:

1. REQUIRED APPROVAL. This Contract shall not become effective until and unless approved
by appropriate official action of each party.

2. DEFINITIONS. "State" means the State of Nevada and any state agency identified herein, its
officers, employees and immune contractors as defined in NRS 41.0307.

3. CONTRACT TERM. This Contract shall be effective upon approval to June 30, 2021, unless
sooner terminated by either party as set forth in this Contract.

4. TERMINATION. This Contract may be terminated by either party prior to the date set forth in
paragraph (3), provided that a termination shall not be effective until 60 days after a party has
served written notice upon the other party. This Contract may be terminated by mutual consent of
both parties or unilaterally by either party without cause. The parties expressly agree that this
Contract shall be terminated upon the effective date of a change in State and/or federal funding
ability to satisfy this Contract if such funding is for any reason withdrawn, limited, or impaired.
This Contract may be terminated by the State with less than 60 days' notice after the Agency has
been served written notice that it has failed to comply with the terms of this Contract; has failed to
comply with any provision of NRS or NAC; or has failed to meet the personnel or program
requirements of NRS 477.030, paragraph 10.
5. NOTICE. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: SCOPE OF WORK

7. CONSIDERATION. The Agency agrees to provide the services set forth in paragraph (6) at a no cost to the State based on other good and valuable services performed by each party under this contract, including but not limited to the Agency’s being permitted to gain benefits, including collection of certain fees, which would otherwise be unavailable, from performing those services. Any intervening end to an annual or biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

a. Books and Records. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the other party, the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.

b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the other party, the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General’s Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained by each party for a minimum of three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.
10. **BREACH; REMEDIES.** Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.

11. **LIMITED LIABILITY.** The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

12. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

13. **INDEMNIFICATION.** Neither party waives any right or defense to indemnification that may exist in law or equity.

14. **INDEPENDENT PUBLIC AGENCIES.** The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

17. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

18. **OWNERSHIP OF PROPRIETARY INFORMATION.** Unless otherwise provided by law or this Contract, any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.
19. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

20. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

21. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).

22. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.

23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the State of Nevada Office of the Attorney General.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

Daniel J. Corona
Mayor
Title
Date

Bart J. Chambers, State Fire Marshal Division
Chief
Title
Date

Sheri Brueggemann, Department of Public Safety, Director’s Office
Administrative Services Officer
Title
Date

Approved as to form by:

Nathan Hastings, Deputy Attorney General
for Attorney General, State of Nevada

On (Date)

SFM & City of West Wendover
Intrastate Interlocal Contract
Page 4 of 4
Attachment A
Scope of Work
Between the
City of West Wendover, hereinafter known as “Agency”
And the
State Fire Marshal Division, hereinafter known as “Division”

1. The Department of Public Safety, State Fire Marshal Division (“Division”) is required by Nevada Revised Statutes (NRS) Chapter 477 and Nevada Administrative Code (NAC) Chapter 477 to perform certain fire/life safety functions in counties having populations of less than 100,000. This Attachment A Scope of Work, becomes part of the Interlocal Contract upon signature of both parties and shall be reviewed annually not later than March 1st. Upon annual review of the contract, if the Agency and Division agree no changes are necessary a letter documenting that decision will be issued by Division to the Agency. If upon annual review of the contract, changes are agreed upon to be necessary, Agency and Division will amend the Interlocal Contract.

2. The Agency has requested that the Division delegate fire and life safety functions to the Agency in accordance with NRS 477.030(10).

3. The Agency certifies, and the Division has verified, that the Agency is qualified and willing to perform these fire and life safety functions within its jurisdictional boundaries. The Agency agrees to perform the plan examination prior to construction, during construction, and to supervise field inspections of all commercial structures on an annual basis, including, but not limited to those facilities as identified in NRS 477.030(1)(c).

4. The Agency agrees to perform annual inspections for all buildings, except private residences, used for sleeping purposes, such as hotels and motels, buildings used for public assembly and all buildings where large numbers of persons work, live or congregate for any purpose as identified in NRS 477.030(1)(c).

5. Hazardous Materials verification shall be completed by the Agency, and the Agency shall direct the facility to the Nevada Combined Agency Hazardous Materials Permit “on-line” reporting web site or to the “help desk” for assistance in filling out the report form. The Agency will forward the inspection report to the Division within thirty (30) business days of the inspection/verification.
   a. A report from the Division to the Agency listing current occupancies for Hazardous Materials Reporting to ensure tracking of permits from the Agency to the Division will be done quarterly.
   b. The Division will assist the Agency on providing the application, website and phone number for the “help desk”.

6. The Agency is hereby delegated the responsibility to perform plan reviews for all occupancy groups covered by the currently adopted editions of the International Fire Code, International
Building Code, Uniform Mechanical Code or the International Wildland-Urban Interface Code, as applicable to the plan review being performed, with the exception of all state-owned facilities. The responsibilities delegated to the Agency by the Division will be performed by the Agency within its boundaries only. Plan reviews will be performed using codes and standards adopted by the Division as specified in NAC sections 477.280, 477.281 and 477.283. For the purposes of commercial properties within its boundaries, the Agency may be more stringent in its adoption of a fire, building, mechanical or wildland-urban interface code than the State and may enforce Agency adopted amendments that are more stringent for such plan reviews. State-owned facilities shall be required to comply only with codes as outline in NAC 477.280, 477.281 or 477.283 and amendments adopted by the State plus those locally adopted codes and standards specific to fire apparatus access to the facility.

7. It is expressly understood that the delegation of this authority makes the Agency the statutory designee of the Division for the purpose of administering the program described in this agreement and does not reduce or eliminate the Agency’s responsibility for all damages to persons or properties of any kind resulting from any act, omission, neglect or misconduct of the Agency staff in the manner or method of performing the work for the duration of this Agreement.

8. The Agency’s jurisdiction for occupancies listed above shall cover the plans examination for new construction, additions, and remodel leading to the issuance of a Certification of Occupancy in concert with the Building Department.

9. The Agency shall submit a list of employees/agent conducting plan reviews and inspections for Special Deputy Cards no later than December 10th of the calendar year to the Division for annual renewal. The District will send with the list a JPEG picture (above the shoulders) of the employee/agent to the Division for the ID card issued to the employee/agent.

10. If any project exceeds 1,000,000 square feet, by the request of the Agency, the State Fire Marshal may review the project for compliance with state adopted codes. The Division may impose additional plan review fees upon the applicant for these reviews:

a. Any project when the Division is requested to do so by the Agency.

b. When the Agency requests, based upon the scope and technical complexity of a project and exceeds the Agency’s capabilities of those projects that are the responsibility of the State Fire Marshal.

11. The Agency is required to maintain qualified personnel and programs under this Agreement as outlined in NRS 477.030 (10). Personnel conducting activities under this Agreement are required to maintain professional licenses, certifications, or other documentation acceptable to the Division as listed in the Nevada Fire Service Professional Qualifications and as nationally acceptable standards in order to demonstrate their proficiency, experience and qualifications to conduct the associated work. Continuing education is the responsibility of the Agency personnel to complete in accordance with the issuing authority, such as ICC. One of the following certificates or licenses must be maintained current without pending
disciplinary action by Agency personnel involved in conducting plan review and inspection at all times:

a. A Nevada licensed professional engineer practicing within their area of expertise.

b. A Nevada licensed architect practicing within their area of expertise.

c. A current International Code Council and State Of Nevada certification as outlined in the Nevada Fire Service Professional Qualifications as a Fire Plans Examiner. The acquisition of an International Code Council certification as a plans examiner will qualify an individual for a State of Nevada certification provided the fire chief of the agency formally requests in writing to the State Fire Marshal Division and as outlined in the Nevada Fire Service Professional Qualifications. A state certification may also be obtained by attending a state sponsored course for certification.

d. A current International Code Council and State Of Nevada certification as outlined in the Nevada Fire Service Professional Qualifications as a Fire Inspector I. The acquisition of an International Code Council certification as a Fire Inspector I will qualify an individual for a State of Nevada certification provided the fire chief of the agency formally requests in writing to the State Fire Marshal Division and as outlined in the Nevada Fire Service Professional Qualifications. A state certification may also be obtained by attending a state sponsored course for certification.

e. A current International Code Council and State Of Nevada certification as outlined in the Nevada Fire Service Professional Qualifications as a Fire Inspector II. The acquisition of an International Code Council certification as a Fire Inspector II will qualify an individual for a State of Nevada certification provided the fire chief of the agency formally requests in writing to the State Fire Marshal Division as outlined in the Nevada Fire Service Professional Qualifications. A state certification may also be obtained by attending a state sponsored course for certification.

f. State of Nevada certification as a Fire Inspector, Level III as outlined in the Nevada Fire Service Professional Qualifications combined with an International Code Council Certification. Contract personnel or firms conducting work for or on behalf of the Agency shall meet the same qualifications as the Agency defined in the above section and shall also hold state of Nevada licenses to provide such work. If the Agency identifies a special project requiring review by a group of experts, the result, outcome or opinion resulting from such review must be analyzed and approved by a Nevada licensed Fire Protection Engineer; documentation of such approval must be provided to the Agency and Division for those projects listed under NRS 477.030.

12. Documentation of the qualifications and continuing education required in item 11 above, including re-certification as required by the certification organization, shall be supplied to the Division prior to this Agreement taking effect; annually thereafter; and upon the request of the Division. The requirement to have approved certified personnel will not prohibit the Agency from utilizing a trainee position(s) for up to one (1) year provided the trainee operates under the direct supervision of approved personnel.
13. The Agency shall require full enforcement of the most current edition of the Nevada State Fire Marshal regulations (Nevada Administrative Code, Chapter 477), the most currently adopted editions of the International Building Code, International Fire Code, Uniform Mechanical Code and the National Fire Protection Association (NFPA) Standards as adopted by any Agency’s governing ordinance(s), but never less than those established by the Nevada Department of Public Safety, State Fire Marshal Division in the NAC sections 477.280 through 477.283. State-owned facilities shall be required to comply only with codes as outline in NAC 477.280, 477.281 or 477.283 and amendments adopted by the State plus those locally adopted codes and standards specific to fire apparatus access to the facility.

14. Plan review and inspection of the fire alarms must be conducted by the Agency pursuant to NFPA Standard 72, National Fire Alarm Code, as modified by the adopted edition of the International Fire Code and provisions contained in both NRS and the NAC.

15. The Agency is authorized to charge permit applicants such fees as the Agency may adopt for plan reviews and field inspections performed in accordance with this Agreement. The Agency will not charge the State or the Division fees nor will it bill the State or the Division for any of its costs for the services provided under this Agreement.

16. The Agency is prohibited from granting waivers, variances, or approvals of alternate methods, or materials differing from the regulations or adopted codes and standards of the Division for any project/property of which is the responsibility of the State Fire Marshal Division under NRS 477.030. All requests for variances under NRS 477.030 must be reviewed and approved by the Division through the use of the State Fire Marshal’s Variance Request procedure in accordance with NAC 477.287. Variances shall be approved only if the State Fire Marshal concurs that the request provides an acceptable alternate means to achieve a comparable level of safety. The Division may, within its discretion, seek input from the Agency in the review of variance requests related, but not limited to, fire apparatus access and water supply, however, the final decision to approve, approve with conditions or reject the variance request remains solely with the State Fire Marshal for those projects/property of which is the responsibility of the State Fire Marshal Division under NRS 477.030. The Division may impose additional fees upon the applicant for its review of a variance request.

17. The Division may develop formats for reporting forms and training guidelines for use by the Agency as they become necessary.

18. The Agency shall submit to the Division an annual report under NRS 477.030 of building plans reviewed, fire protection plans reviewed and of fire inspections conducted each calendar year under this agreement no later than February 1st of each succeeding year. The report forms are attached herewith and are labeled “Attachment A, #22, Building Plans Review”, Fire Protection Plans Review, and Fire Inspections.”

19. Pursuant to NRS 477.030(7) and NAC 477.905, the Agency will report to the National Fire Incident Reporting System (NFIRS) via website that it is in full compliance with NFIRS.
20. The Agency will report fire deaths as they occur in its jurisdiction to the Division via email to SFM@dps.state.nv.us.

21. State Fire Marshal Division Training Bureau will meet with the Agency to ensure the requirements for certification testing are being followed to maintain national accreditation within the state. The Agency shall ensure that individuals who perform these functions maintain a current State of Nevada certification as a written test proctor, or assistant evaluator, or lead evaluator, dependent on the test to be administered and at the level in which these individuals are operating. The Agency shall ensure that all certification proctors and evaluators used by the Agency follow the procedures as outlined in the Division’s, Guidebook for Certification Proctors, Lead and Skills Evaluators.
Memo

From: Anna Bartlome

To:

Date: 02/06/2018

Re: Discussion and Decision to Approve and Adopt the Proposed Fire Department - Fire Lane Policy Provisions and Other Matters Appropriately Related Thereto

See the attached information.
Memo

To: Mayor & City Council
From: Chris J. Melville, City Manager/Director Community Development
CC: [Click here and type name]
Date: 2/1/2018
Re: Agenda – February 6, 2018 – Fire Department Fire Lane Policy

Mayor/Council:

Attached are the final Fire Lane Policy Provisions created by Fire Chief Jeff Knudtson. I am making this presentation due to his absence to a State Emergency Management Conference in Pahrump, Nevada.

This new policy which is part of Fire Department Policies, is to ensure going forward the Fire Chief has the proper policy in place to identify and specify appropriate fire lanes at major commercial businesses which have hydrant accesses as well as Fire Department Connections (FDC’s) and related accesses for Public Safety including Fire and Emergency Medical Services.

This policy establishes the appropriate marking criteria for the Fire Lanes so that there is clear standards and consistency as required by the Fire Chief who has the authority for such action under appropriate law.

Once adopted the Fire Chief will complete the process and finish coordinating with the major businesses in regards to where and to what extent fire lanes are required and how the markings are to be implemented. He has already been underway with such coordination. Once the fire lanes are properly in place, appropriate and clear enforcement of the lanes will be possible.

The policy provisions were created by the Fire Chief and then went through several draft reviews including with his staff, me and City Legal Counsel.

We ask for your approval and adoption of the related policy provisions.
FIRELANE/ACCESS ROADS MARKINGS AND/OR SIGNAGE

The Fire Chief, the authority with jurisdiction (AHJ), shall establish FIRE LANES & MARKINGS at all locations or properties that the Fire Chief determines are appropriate for this purpose.

Purpose: During an emergency event, it is essential that emergency vehicles are provided with unobstructed access to a building (structure) and/or a facility’s Fire Department Connection (FDC) or Emergency Medical Service (EMS) access. Any obstructions can delay or even prevent adequate emergency operations from proceeding. Such a delay can result in loss of life and/or unnecessary damage to structures and property.

Scope: To establish an easily recognizable lane where emergency vehicles can access property or a structure for the purpose of an emergency and shall not be blocked by any other reason or unattended vehicle at any time. This is accomplished by properly marked curbs, roads or access points to a structure pursuant to the guidelines set forth herein.

RED curbs and/or access roads: Only properly marked and/or painted access areas are considered FIRE LANES. Facilities which are painted Red and not properly marked are not legal FIRE LANES. Private property owners are advised not to paint curbs red or with red chevron stripes for other purposes such as special private parking areas or loading zones. For such private facilities, yellow is the preferred marking.

Surface. Fire lanes shall be engineered to provide a concrete or asphalt surface for all-weather driving capabilities and shall be constructed to support the imposed weight of a 60,000 pound vehicle unless otherwise approved by the AHJ.

Vertical Clearance. All fire lanes shall have a vertical clearance of not less than fourteen feet (14’). This height is required for a fire truck to pass under with proper clearance.

Width. The minimum unobstructed width of a fire lane shall be not less than twenty feet (20’). This is required for two (2) fire trucks to pass side by side in case of an emergency.

Turning Radius. All fire lanes shall have at least a thirty foot (30’) inside turning radius and at least a fifty-four foot (54’) outside turning radius.

Grade. The gradient for a fire lane shall not exceed eight percent (8%).

Gates. All gates across streets or fire lane accesses must meet the approval of the Fire Department and any related Transportation Department. Plans must be submitted to the Fire Department and approved prior to such plans being submitted to the City’s Community Development Department for a related building construction permit. Security
gates shall be considered an approved means of emergency access/operation and shall be maintained in operable condition by the owner at all times.

**Turn-Around Areas.** When it is not possible to connect a fire lane at both ends to a dedicated street, an approved turn-around shall be provided. Dead-end fire lanes shall not exceed one hundred fifty feet (150’) in length. Illustrations of approved turn-around arrangements are as follows:

![Diagram of turn-around arrangements](image)

**Possible Alternative Markings:**

**NO PARKING - FIRE LANE (CURB ONLY):** Curbs shall be painted red along the entire distance of the Fire Department access. Minimum four inch (4”) white letters stating "NO PARKING - FIRE LANE" shall be stenciled on the High Back curb at twenty-five foot (25’) intervals. Marking requirements on Roll Curb shall be determined by the AHJ.

**NO PARKING - FIRE LANE (Asphalt Only):** Asphalt shall be striped Red Chevron along the entire distance of the Fire Department access. The stripes shall be at least six inches (6”) wide, be a minimum twenty-four inches (24”) apart, be placed at a minimum thirty (30) degree angle to the perimeter stripes, and run parallel to each other. White letters stating "NO PARKING -FIRE LANE" shall be stenciled on the asphalt at twenty-five foot (25’) intervals.

**NO PARKING - FIRE LANE (Asphalt with Curb):** Curbs shall be painted red along the entire distance of the Fire Department access. Minimum four inch (4”) white letters stating "NO PARKING - FIRE LANE" shall be stenciled on the high back curb at twenty-five foot (25’) intervals. Asphalt shall be striped red along the entire distance of the Fire Department access. The stripes shall be at least six inches (6”) wide, be a minimum twenty-four inches (24”) apart, be placed at a minimum thirty (30) degree angle to the
perimeter stripes, and run parallel to each other. White letters stating "NO PARKING - FIRE LANE" shall be stenciled on the asphalt at twenty-five foot (25') intervals.

**NO PARKING - FIRE LANE (Signs):** Where the AHJ has determined that signs shall be required either with or without the previous marking types, they shall be as follows:

1. **Sign Specifications and Location:** Fire apparatus access roads and building parking areas shall be marked with permanent NO PARKING—FIRE LANE signs. Signs shall have a minimum dimension of twelve inches (12") (305 mm) wide by eighteen inches (18") (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by AHJ.

2. **Sign Design:** Provide one face engineered grade reflectivity. Letters shall be red on white. The message shall be centered on a twelve inch (12") by eighteen inch (18") sign blank and shall be oriented with the long axis vertical. Sign blanks shall be constructed utilizing 0.080" thickness aluminum. The mounting holes shall be 3/8" diameter located along the vertical axis, and centered 1 ½" from the top and bottom edge. The sign face shall have a red rounded border ½" wide centered ¾" from the sign edge.

3. **Sign Height above Grade:** Seven feet (7') to bottom of sign.

4. **Post Installed:** The post shall be a galvanized steel square post, pre-punched measuring two inches (2") square by ten feet (10') long. There shall be a 2 1/8" square by 30" long galvanized steel square, pre-punched with 3/8" holes on 1" centers, anchor inserted into a 2 ¼" by 18" long square, pre-punched, galvanized steel sleeve forming a two-piece anchor. The sleeve and the breakaway anchor shall be driven into the ground so that only 1" to 2" of the top is sticking out of the ground. The sleeve and breakaway anchor are then driven into the ground with a sledgehammer. The post is then inserted into the anchor and sleeve and an angle bolt secures it in place.

5. **Building or Wall Installed:** Signs may be fastened to a building, fence or wall and must be at a minimum of five feet (5') from the level of the drive or parking area and unobstructed view.
Obstruction. The required fire lane width shall not be obstructed by the parking of vehicles, or in any other manner. Speedbumps or other similar obstacles that have the effect of slowing or impeding the response of fire apparatus shall be approved by the Fire Department prior to installation. The following is an example of an acceptable speed bump.
To: Mayor, City Council  
From: Chief Jeff Knudtson  
Re: Departmental Updates for Jan 2018

Mayor, City Council:

Attached is the fire reports and the active Building Permits through Jan 2018.

Bowmarc seems to be moving right along on the two new buildings. Building No1. They are finishing the inside of the building. Outside is stucco. Building #2 has been framed, heating and air conditioning are installed on it’s roof.

Peppermill is moving right along on the West Entrance. All of the building looks great.

I am at a State Emergency Managers Conference in Pahrump for this entire week.

Chris will be talking to you about the Fire Lane proposal at the meeting. If it is accepted I will be meeting with the business owners and work out where the fire lanes will be placed.

Chris will also be asking for you to accept the Agreement with the State Fire Marshall. This has taken a very long time to get to this point.

If you have any questions or concerns please feel free to contact me at your convenience.

Thanks:

Chief Jeff Knudtson
West Wendover Fire Department
West Wendover, NV
This report was generated on 2/1/2018 1:48:33 PM

Breakdown by Major Incident Types for Date Range
Zone(s): All Zones | Start Date: 01/01/2018 | End Date: 12/31/2018

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<th>MAJOR INCIDENT TYPE</th>
<th># INCIDENTS</th>
<th>% of TOTAL</th>
</tr>
</thead>
<tbody>
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<td>59.09%</td>
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<tr>
<td>Hazardous Condition (No Fire)</td>
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<td>1.52%</td>
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<tr>
<td>Service Call</td>
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<td>15.15%</td>
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<tr>
<td>Good Intent Call</td>
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<tr>
<td>False Alarm &amp; False Call</td>
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<tr>
<td>Special Incident Type</td>
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<tr>
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<td><strong>66</strong></td>
<td><strong>100.00%</strong></td>
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Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.
## Detailed Breakdown by Incident Type

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<th># INCIDENTS</th>
<th>% of TOTAL</th>
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<tr>
<td>311 - Medical assist, assist EMS crew</td>
<td>39</td>
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<tr>
<td>411 - Gasoline or other flammable liquid spill</td>
<td>1</td>
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<tr>
<td>500 - Service Call, other</td>
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<td>10.61%</td>
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<td>551 - Assist police or other governmental agency</td>
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<td>571 - Cover assignment, standby, moveup</td>
<td>1</td>
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<tr>
<td>600 - Good intent call, other</td>
<td>1</td>
<td>1.52%</td>
</tr>
<tr>
<td>611 - Dispatched &amp; cancelled en route</td>
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<td>4.55%</td>
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<tr>
<td>650 - Steam, other gas mistaken for smoke, other</td>
<td>1</td>
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<tr>
<td>651 - Smoke scare, odor of smoke</td>
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<td>733 - Smoke detector activation due to malfunction</td>
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<tr>
<td>900 - Special type of incident, other</td>
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<td>13.64%</td>
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**TOTAL INCIDENTS:** 66  100.00%
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<th>Name</th>
<th>Address</th>
<th>Permit Type</th>
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<td>1629</td>
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<td>510 N Tibbets</td>
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To: Chris Melville, City Manager
From: Burdel Welsh, Chief of Police
Date: February 1, 2018
Re: Monthly Report to City Council for February 6, 2018

PERSONNEL
Isabelle Carrillo started January 16 as a dispatcher and is in her 12-week training period. Jennifer Miera continues her training as dispatcher.

CARBON MONOXIDE RECALL ON FORD POLICE VEHICLES
We continue to rotate vehicles in for the carbon monoxide recall. The dealer is completing approximately one vehicle per week. 11 of the 14 vehicles are complete.

STATISTICS

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<th>DEC</th>
<th>JAN</th>
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Memo

To: Mayor and Council
From: Anna Bartlome
Date: February 6, 2018
Re: Council Update

Elections – Election signups begin March 5, 2018 through March 16, 2018 each day from 8 a.m. to 5 p.m. There are three Council seats up at this election; all will be for a 4-year term.

Voter Registration – Voter registration can be done at any time not just during election season. If you know anyone who would like to register to vote they may register at the following locations: in person with me, at the Elko County Clerks Office or online at https://nvsos.gov/sosvoterservices/Registration/step0.aspx.

Marriage License – We are all ready to start issuing marriage licenses and will begin on February 14th.

New Businesses – New businesses in December are as follows:

1. Pueblo Village Apartments
2. Integrated Financial Multi-Services

If you have any questions please let me know.
Memo

To: Mayor and Council  
From: Michelle Giovo  
Date: 1/30/2018  
Re: January 2018 Monthly Report

State Tax Receipts: Consolidated Tax for November followed our recent positive trend, with a good increase over prior year and managing to keep close to our budget year-to-date. Our first five months show an increase over prior year and budget. Fiscal YTD 2018 is now $35,956 / 3.37% more than Fiscal YTD 2017 and $10,917 / 1.02% more than budget. This first graph below shows the annual revenue by year, trending FY2018.

This next graph shows the trend of consolidated tax for November of each fiscal year for the last 12 years. FY2018 November is $14,963 over prior year and $10,222 over budget. The current State report is not available yet.
**County Tax Receipts:** Something really seems to have changed the timing of payments from the county. We are seeing such a different trend this year, almost like a month ahead. I'm not complaining, the receipt this month was a wonderful surprise. Year-to-date we are now $123,307 over last year, but that will level off next month with the quarterly based receipts.

Receipts for 3rd quarter County Gaming Licenses have not been received, we should see the bulk next month.

**Motor Fuel Tax:** Motor Fuel Tax is starting with a decline from last year. FY2018 (YTD thru December) is $1,837 / 3.7% decrease from FY2017.

**Budgets/Financial Audit:** Budget season is here again. Worksheets and ledger details have been sent to the department heads. We will be meeting during the week of February 12 to work on preliminary budgets and future year needs/requests. I am available to answer any questions or create an analysis for any area of concern.

Please review your calendars for the days of April 4th and 5th to schedule Budget Workshop meetings.

**Budgets/Financial Audit:** The State has received our annual audit and completed their review. No violations of statute and/or regulations were noted. A copy of the letter is attached.

**County financial updates:** Nothing new to report at this time. The financial report was distributed to the Elko County Recreation Board, so I will put in a request for our annual funding at the March meeting.

**Local Government Groups:** I have no current news from this group.

**Personnel/Office updates:** Nothing to report at this time.
January 24, 2018

Ms. Michelle Giova, Chief Financial Officer  
City of West Wendover  
P.O. Box 2825  
West Wendover, Nevada 89883

Re: Annual Audit Report Fiscal Year 2017

Dear Ms. Giova:

Pursuant to NRS 354.6245, the Department of Taxation is charged with the review of all annual audits to determine their compliance with statutes and/or regulations. The Department must also identify all violations of statute and/or regulations reported therein.

The Department has completed its review of the audit report and NO violations of statute and/or regulations were noted.

The auditor met the statutory provisions required by NRS 354.624 and NRS 354.6241.

If you should have any questions please contact me at (775) 684-2077 or e-mail at kgransbery@tax.state.nv.us.

Sincerely,

Keri Bransbery  
Budget Analyst  
Local Government Finance
Memo

To: Mayor & City Council
From: Chris J. Melville, City Manager/Director Community Development
CC: [Click here and type name]
Date: 2/2/2018
Re: Agenda – February 6, 2018 – Briefing

Wendover Christian Fellowship Church. This week I checked in with Jack Speelman of Code Review Services who indicates that he has spoken a few weeks ago with the architect on the church project and indicated that they are working on the appropriate changes that have to be made to the modular to meet code requirement. The big issue is the exits from the large sanctuary that was in the drawings, so they are likely making modifications for those requirements.

Bomarc Station Phase 2 and Other. Project construction continues with one building nearing completion and the second larger building now out of the ground with framing, etc. I met with the project owners this week and they have confirmed that the Mailboxes Etc (UPS Store) will be located in a portion of the smaller building behind the Grease Monkey and the Dollar Store will be located in a portion of the larger building on the south side. Both of those projects tenant improvements are currently in review and I should have permits ready for issue by the middle of February. The owners also confirmed that I will be receiving plans shortly for the dry cleaner business and that they are still working on a pizza carryout type business. The dollar store will go by the name Buckshot Dollar and the Dry Cleaner currently has a name of Rocket Dry Cleaning per the owner’s current artwork. So things are really taking shape there. Additionally they discussed with me their effort in regard to housing which includes a potential property purchase on the north side of Pueblo Boulevard, across from the Golf Course Club House which would be used for future multi-family and single family units. I will continue to facilitate, coordinate, and assist with their on-going projects which look promising.

Cardinal Construction Corporation. This week I met with the owners of Cardinal Construction Corporation (Jeff Cannon and his son) who are also the owners of the unfinished Silverado Estates Subdivision (53 unit subdivision) next to Fairway View Drive. Since 2009 they have been unsuccessful in finishing the development after being handed that property as part of a bankruptcy settlement in the case of the Spirit of Wendover project back in 2008 that went bankrupt. Despite those difficulties, what the Cannon’s have done is completed their contract licensing for residential/small commercial construction in Nevada. This is something they have worked on for the last year and have kept me in the loop. What they would like to do, is potentially enter into a development agreement with the City.
on our housing lots and build those out as part of their construction business until such time that they can see the way forward on their own subdivision.

The potential of the Cannon’s was the “other” option I spoke about months ago in a briefing when the Spillman family was potentially looking at a development agreement with us. However in early January, Richard Spillman indicated that they were no longer interested in doing the project on the city lots, but instead, as mentioned in the above briefing, they are now working on getting their own property to do a mixed use residential development.

I have asked Cardinal Construction to provide me a Letter of Intent (LOI) from which I can then begin the process of putting together a draft agreement which would eventually make its way before you for consideration. No worries, I am still crystal clear about your concerns that any discount on lots would be nothing similar to what was proposed with Ascent Construction a few years ago. The Cannon’s did indicate they were preparing to enter a contract to build a home for Dino Howry on Saguaro Circle and said they would be submitting soon for their business license. They have not submitted anything as of yet.

I’ll keep you posted.

**Compost Facility/Waste Water Plant, Air Force Lease.** The Lease was executed by the Mayor after its approval at the last Council Meeting and has now been returned to the Air Force for signature.

**CDBG Application – Downtown Infrastructure Phase 1.** The application to CDBG was completed and submitted January 16th as required. I will be giving my presentation on the project to the CDBG Advisory Committee the week of March 19th. Additionally I did receive a letter from USDA addressing to CDBG that the City has initiated the work/discussions with regard to the USDA Loan which would be used in funding the majority of this project and the new Fire Station. I am still awaiting the letter which BLM promised.

**Fire Station Painting by Peppermill.** The Peppermill will be repainting the Fire Station in the coming months as the weather warms up appropriately. This has been coordinated with the Fire Chief for the correct color which will be fire truck red. This should match very closely the buildings original paint when it was constructed in the mid 1980’s by the County. If I’m not mistaken it has not been fully painted since. Thanks to the Peppermill for including us with their upgrades to the area. This will be real nice.

**Rainbow Casino/Hotel Exterior Remodel.** The plans have been approved and the permit is ready to issue to the Rainbow for their exterior remodel. The remodel as with the Peppermill did not include any site changes thus there was no site plan approval process to undertake, only a building permit.

**Air Force Property Conveyance.** I and Martin Paris of Congressman Amodei’s office along with Lisa Dunn Airport Director for Wendover Airport, met with Air Force and BLM representatives on January 9th to review the status of the Air Force Property Conveyance. The result of the meeting was somewhat positive in that some basic tasks and timelines were established for the partners (Air Force, BLM, City and Tooele County) for completing the process which the BLM has tentatively committed too. That commitment was to have the project finished in two years if appropriate funding is made available to complete the environmental review work. That cost is somewhere in the neighborhood of $750,000 and would include the BLM hiring a contractor to complete the environmental assessment work. The Air Force is being asked to fund the rest of the work as it is believed to be their responsibility under the language of the conveyance and for the fact the BLM does not have such money in their budget. So that component is now in the works to see how and which agency/department funds the work. The City will assist but such assistance is limited to around $20,000 to $40,000 over the period of the two years. This is something in part I can cover with the existing budget and will work on including some additional funds in the upcoming budget.
I am now awaiting a briefing report from the BLM which was indicated to be made available the first part of February regarding the tasks assignments made at the last meeting and where things are now at. As for the tasks assigned to me, those were completed by January 12th.

**BLM City Center/Downtown Property Reversionary Interest Purchase.** On January 9th I also met with the BLM representatives about the downtown property. After they had reviewed the current status, they asked me to submit an additional request form which I subsequently did around January 20th. That form was supposed to initiate the wheels turning with regard to the appraisal and the sale process. As with the Air Force property, I am now awaiting a briefing from the BLM on the status. They did indicate the new realty specialist would be on board the first half of February and her first priority will be to complete this transaction which could take possibly up to one year depending primarily on the speed to which the land appraisal can be completed. Until the new realty specialist is on board, I probably won’t receive the status report.

**Wendover Tourism TV Advertising/ Megaplex Theater.** The program as mentioned previously is underway except for the SLC Airport billboard which turned out to be too difficult to do as a result of their non-gaming display requirement, which meant no gaming type imagery could be shown leaving the billboard graphic too generic. However the movie theater ads are playing and starting February 1st the remaining month of the current TV program started. I will be trying for a future state tourism grant to do additional TV and theater advertising later this year in conjunction with the 1% Committee.

**State of Nevada – Medical Marijuana License Applications.** I received some information from the attorney for Fernley, Nevada (Nick Vanderpool); we and Fernley are in the same boat as we are both awaiting the State to finalize the medical marijuana dispensary applications and provide us the ranking list for a licensee. I was told that the Director of the Department of Taxation was leaving for a new job shortly with no indication when her replacement might be named. Mr. Pupo, who has been heading up the application process for the State, indicated to Mr. Vanderpool that under statute they had 90 days from the close of application to make a ranking and decision. Thus, that puts it possibly into March before we would be provided such information. Mr. Vanderpool has made contact with the Governor’s office on the matter but didn’t hold out much hope that the process would be completed sooner. So, we are still in waiting mode for the dispensary applications. If the same process occurs for the cultivation/production we could be looking at end of April for that information.

**Marriage License Program.** The Marriage License advertising is now underway (as of January 31st) and includes the electronic billboard in Salt Lake City as well as the Wendover Times, our electronic board by Wendover Will and our social media/website as well as flyers. I plan to run the advertising on the SLC billboard for the month of February and in the local paper for a couple of months. We have already had a handful of calls making inquiry about licensing.

Attached is a copy of the flyer and SLC billboard graphic.

**HR Items.**

- Currently all city positions are filled.
- I have arranged to send 10 individuals (supervisors and department heads) to the NPAIP Essential Management Skills Course in Elko in mid-April. This is a course that several of us have completed in the past and is held by POOL/PACT. There is additionally an advanced course which has also been attended by some and will be attended by additional personnel later in 2018. This is a sample of the regular annual training which I arrange through POOL/PACT for city personnel from the basic employee to supervisors and departments heads, to continue their education/training and in many cases advance that training for the benefit of our organization.
The City of West Wendover will now be issuing

**Marriage Licenses**

beginning February 14, 2018

**FIRST 10 ISSUED MARRIAGE LICENSES WILL RECEIVE A GIFT BASKET**

*Gift Baskets Include:* Visa Gift Cards, Room and Restaurant Gift Certificates, Spirits and other great items

Marriage Licenses are issued at the

**West Wendover City Hall**
Administrative Offices - Room #129
1111 N. Gene L. Jones Way
West Wendover, Nevada 89883

Monday - Friday
9:30am - 12:00pm & 1:30pm - 4:00pm (MT)
(Excluding Holidays)

For more information call 775-664-3081 or visit
westwendovercity.com/love

$75 LICENSE FEE
CREDIT CARD PAYMENT ONLY

**VENUES**
- Resorts at Wendover Convention Rooms 888.217.3727
- Wendover Nugget Atrium 800.848.7300
- Party Palace/Epic Events 801.232.4876
- Toana Vista Golf Course 775.664.4300

**OFFICIANTS**
- Michelle Link (Minister/Officiant) 801.869.0666
- Mayor Daniel Corona 775.664.3081
- Judge Brian Boatman 775.664.2305

**FLOWER SHOP**
- Caramelo Crafts 435.225.0963

**HAIR & MAKEUP**
- Hair by Letti 775.664.4470
- Dorado's Big Hair, Fancy Nails 775.664.3009

**BAKERY**
- Dorado's Bakery 435.228.4774
- Smith's Food & Drug 775.664.3306
MARRIAGE LICENSES ISSUED IN Wendover, Nevada starting on Valentines Day (February 14th)

For more information 775-664-3081

Communication: City Manager (DEPARTMENT REPORTS)
Memo

From: Anna Bartlome

To: 

Date: 02/06/2018

Re: Claims for February 6, 2018

See summary of claims attached to memo.
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Attachment: claims for 2-6-18 (1305 : Claims for February 6, 2018)
CITY OF WEST WENDOVER

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Feb 02, 2018 12:20PM

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Mayor: ________________________________

City Council: _________________________

City Manager: _______________________

City Clerk: _________________________

City Treasurer: _____________________

Report Criteria:
- Detail report.
- Invoices with totals above $0 included.
- Paid and unpaid invoices included.