



## CITY OF WEST WENDOVER

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### WEST WENDOVER CITY COUNCIL, MINUTES OF THE REGULAR MEETING OF AUGUST 18, 2020

#### MEETING LOCATION PARTICIPATION

FACE COVERINGS ARE REQUIRED  
MAINTAIN AT LEAST SIX FEET OF SOCIAL DISTANCING

#### 1. CALL TO ORDER AND ROLL CALL

Attendee Name	Title	Status	Arrived
Jerry Anderson	Councilman	Present	
Kathy Durham	Councilwoman	Absent	
Nick Flores	Councilman	Present	
Izzy Gutierrez	Councilman	Absent	
Jasie Holm	Councilwoman	Present	
Daniel J. Corona	Mayor	Present	
Cal Kunz	Chief of Police	Present	
Chris Melville	City Manager	Present	
Debbie Sanchez	Chief Financial Officer	Present	
Jeff Knudtson	Fire Chief	Present	
Raul Naranjo	Public Works Director	Present	
Anna Bartlome	City Clerk/Records Officer	Present	

Others Present: Rob Cottle, Suzanna Van Skyhawk and Darin Bell

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

None offered or received.

#### 4. APPROVAL OF THE MINUTES

a. City Council - Regular Meeting - Jul 21, 2020 7:00 PM Accepted

b. City Council - Regular Meeting - Aug 4, 2020 7:00 PM Accepted

Council Member Anderson made a motion to approve the minutes of the regular meeting of July 21, 2020 and the minutes of the regular meeting of August 4, 2020. The motion was seconded by Council Member Holm and passed unanimously.

## 5. CONSENT CALENDAR

### a. **Discussion and Decision to Adopt Resolution #2020-16; A Resolution Amending the Marijuana Establishment License Fees in the City of West Wendover (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Chris Melville explained that the resolution would adjust the fees charged to marijuana licensing. The 3% quarterly fee would remain but the annual license fee would be eliminated. The origination fee, application fee and background check fees would remain. Chris stated that this amendment brings our fees into compliance with State statutes.

Council Member Holm made a motion to adopt Resolution #2020-16; a resolution amending the marijuana establishment license fees in the City of West Wendover. The motion was seconded by Council Member Flores and passed unanimously.

## 6. PRESENTATION

### a. **Presentation and Review of the Findings and Related Recommendation of the City Downtown Plan Based Upon the Current Plan Development and Related Public Comments - Darin Bell, Babcock Design**

Rob Cottle and Darin Bell gave a presentation of the findings and recommendations of the City Downtown Plan. The presentation included overall response from those viewing the downtown plan. The overall response was 606 visits with 1,903 form submissions and 2,230 page views. The presentation also included which architectural images were the most favorable and which ones were the least favorable. The presentation included what textures and finishes were the most liked. One of the most liked aspects of the downtown plan was to have some type of interactive water space.

Mayor Corona stated that he was glad that transit stops were being thought about and possibly incorporating them into the design. Council Member Flores asked if on long walkways if having a planter gives a more welcoming feeling. Rob stated that the more streetscape you have the better but it is how you activate it that is important.

Rob stated that the final stage will be to help come up with the form based code ordinance that will define what will be approved use for the area over a conditional use. Rob stated that once the code is established architectural guidelines will be given to developers that will incorporate a number of elements that were selected during this process. The goal of the Downtown development is to make the area walkable while also being a vibrant destination community.

## 7. NEW BUSINESS

### a. **Discussion and Decision to Accept and Adopt the Proposed West Wendover Downtown Master Plan and Authorize the City Manager to Proceed with the Necessary Code Development for the City's Downtown Zone(s), Inclusive of Building and Grounds Design Elements and Other Developmental Requirements and Other Matters Related Thereto (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Chris Melville stated that based on the presentation if you are happy with the product to date to approve as presented and we can move to proceed with the necessary work. The work includes downtown zoning and development codes. The Downtown Development Infrastructure Phase 1 final design will also be initiated for bid this winter and construction in the spring.

Council Member Holm asked if there was still time for input to the plan. Chris stated that yes there is time for minor changes to the plan when the 70% drawings are brought back to the Council for review. Chris stated that there will also be input during the form based code. Mayor Corona stated that one important piece to the downtown area is a water piece as a splash pad or something similar is a needed and wanted item. Council Member Anderson stated that it is still a work in progress but the concept is very good.

Council Member Anderson made a motion to accept and adopt the proposed West Wendover Downtown Master Plan and authorize the City Manager to proceed with the necessary code development for the City's Downtown Zone(s), inclusive of building and grounds design elements and other developmental requirements. The motion was seconded by Council Member Flores and passed unanimously.

Mayor Corona asked if we could get a list of all the comments that were received. Chris stated that yes we would be getting a complete file for our records.

**b. Discussion and Decision with Regard to the Acceptance and Approval of the Telecommunications Franchise Agreement for Central Telecom Services, LLC, a Utah Limited Liability Company and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Chris Melville stated that this is a franchise agreement with Central Telecom (Centracom) for telecommunications. They have been operating under the old Precis agreement but we do need to have a non-exclusive franchise agreement with them for general telecommunications which includes phone service, broadband, fiber, etc. Centracom has been adhering to the related code requirements but an agreement had not yet been put in place.

Mayor Corona asked about collecting franchise fees. Chris stated that the franchise fee is 5% and Centracom has been collecting and paying those fees already. Council Member Anderson asked if the City would have to collect the franchise fee from the customers or the company. Chris stated that the company collects the fee and pays the City.

Chris asked that if the agreement is approved that it be conditional upon final review of

the City Manager and City Attorney as the agreement is still being reviewed by Centracom and modifications may be needed.

Council Member Holm made a motion to accept and approve the Telecommunications Franchise Agreement for Central Telecom Services, LLC, a Utah Limited Liability Company conditional upon the final review and approval of the City Manager and City Attorney. The motion was seconded by Council Member Anderson and passed unanimously.

**c. Discussion and Decision with Regard to the Acceptance and Approval of the Cable Franchise Agreement for Central Telecom Services, LLC, a Utah Limited Liability Company and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Chris Melville stated that this is a non-exclusive franchise agreement with Central Telecom Services (Centracom) for the cable franchise. Centracom has been operating under the old Precis agreement since acquiring the company in 2008. This agreement if approved would also need to be conditional with final approval by the City Manager and City Attorney as Centracom is still reviewing the agreement.

Council Member Holm made a motion to accept and approve the Cable Franchise Agreement for Central Telecom Services, LLC, a Utah Limited Liability Company conditional upon the final review and approval of the City Manager and City Attorney. The motion was seconded by Council Member Flores and passed unanimously.

**d. Discussion and Decision to Approve the Language for the Proposed Bill Draft for the 2021 Nevada Legislative Session Regarding Amendments to NRS Chapter 481 Requiring the Nevada Department of Motor Vehicles to Provide Certain Branch Offices in Rural Communities Meeting Certain Criteria and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By Mayor Corona

Review/Comment/Action: City Council

Mayor Corona stated that he does not have the final language yet but it should be something similar to the language from SB 65 (2019 Legislative Session). Mayor Corona stated that the DMV has an issue with the traveling teams due to the current corona virus and if that was included in the bill draft it would not pass. Mayor Corona stated that they are still working out on whether it would be enabling legislation or an allocation. The potential language would be something like this bill would grant permission for the DMV to enter into agreements with local governments. Mayor Corona stated that enabling legislation would allow the DMV and City to enter into an agreement to handle vehicle registration services in the City. Mayor Corona stated that there is a cost associated with the registrations and he hopes it would be covered by the State. Mayor Corona stated that he is still working on getting a \$2.00 surcharge added per registration for those that the City handles.

Council Member Holm stated that she concerned we are still going to run into the

problem of only handling the registrations for vehicles bought in Nevada even though a lot of vehicles in the City are bought in Utah. Council Member Holm stated that she knows this is only for vehicle registrations but hopes that it will eventually be for driver's licenses also. Council Member Holm stated that she knows the DMV is worried about the corona virus but maybe we could get a part time employee or couple part time employee to handle the DMV items. Mayor Corona stated that the State just cut a billion dollars from the budget and more cuts are coming so they do not want to add expenditures. Mayor Corona stated that they are moving more items online and this bill draft is a good first step. Mayor Corona stated that he has spoken to members of the Legislature and the Governor's office and they are supportive of the bill draft. Council Member Holm stated that maybe after the pandemic there can be something more cost effective.

Council Member Holm made a motion to approve the language for the proposed bill draft for the 2021 Nevada Legislative Session regarding amendments to NRS Chapter 481 requiring the Nevada Department of Motor Vehicles to provide certain branch offices in rural communities meeting certain criteria. The motion was seconded by Council Member and passed unanimously.

**e. Discussion and Decision to Select the Candidates for the Wells Rural Electric Company 2020 Ballot for Members of the Board of Directors (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Council Member Anderson disclosed that he will not partake in the discussion as he is one of the candidates for the Wells Rural Electric Board of Directors.

Chris Melville stated that given the disclosure and the two absent Council Members we will put this item on the next agenda for approval and ratification.

Mayor Corona stated that in the past we have generally selected the incumbents which he is fine with but he would like to consider Dale Lotspeich also. Council Member Holm stated that she would like to select Jerry Anderson and she is fine with the other incumbents as well as Dale Lotspeich. Council Member Flores stated that he would also like to select Jerry Anderson and he is okay with either the incumbents or selecting Dale Lotspeich also. Mayor Corona stated that experience is important. Chris stated that he has some direction so the ballot will be filled out and delivered by the due date with ratification of the ballot at the next meeting.

**f. Disclosure by Mayor Daniel Corona Regarding the Approved Base Plan for Use of the Corona Virus Relief Funds as Provided by the State of Nevada to the City of West Wendover which may Include Potential Grant(s)/Fund Distributions to the JAS Foundation and Wendover Food Bank as Approved by the City Council at the July 21, 2020 Council Meeting**

Report By Mayor Corona

Review/Comment: City Council

Mayor Corona stated that he asked for this to be placed on the agenda so that it can be

part of the record. During the first CARES Act funding that was discussed at the July 21st meeting Mayor Corona had been offered employment with the JAS Foundation but had not accepted at that time. Mayor Corona has since accepted employment with the JAS Foundation but wants to make it clear that he did not vote on the decision of accepting CARES funding and did not make a recommendation that the funding be approved or disapproved. Mayor Corona stated that should any matters come up in the future with regarding to the JAS Foundation he will disqualify himself from participating and voting.

## **8. DEPARTMENT REPORTS**

### **1. Fire Chief**

Jeff Knudtson had nothing to report at this time.

### **2. Police Chief**

Cal Kunz had nothing to report at this time.

### **3. City Clerk/Records Officer**

Anna Bartlome had nothing to report at this time.

Mayor Corona asked if marriage licenses were by appointment only and if we have been busy doing them. Anna stated that we are encouraging appointments for the marriage license. Anna explained that we are averaging about the same amount of licenses per month as we did before the pandemic. Anna stated that we are getting a lot of calls regarding marriage licensing with appointments being made but only a few actually keep the appointments.

### **4. Chief Financial Officer**

Debbie Sanchez had nothing to report at this time.

### **5. Public Works Director**

Raul Naranjo had nothing to report at this time.

### **6. City Manager**

Chris Melville had nothing to report at this time.

## **9. COMMUNICATIONS**

### **Reports by Elected Officials**

Council Member Holm stated that she wanted to address the situation that happened with the speed week discussion that happened several weeks ago. Council Member Holm stated that West Wendover should handle its own issues and if there is a concern with public safety we should handle it here. Council Member Holm stated that we have a good council and we care about the community. Council Member Holm stated that she understands the concerns with the corona virus and people coming to the community. Council Member Holm stated that she does not feel comfortable with businesses possibly being impacted and it not coming before the City Council. Council Member Holm stated that she would like her voice heard as both a business person and Council Member. Council Member Holm stated that in the future she hopes we can work together on these situations. Council Member Holm stated that she is happy with only the 4 active cases of corona virus in the community; also to see what the businesses doing and what the community has done.

Council Member Anderson thanked everyone and thanked Debbie Sanchez for coming in during this time. Debbie Sanchez explained the health situation with her husband.

Council Member Flores thanked the City Departments and the Department Heads for all they do. Council Member Flores stated that he is glad our current corona virus cases are down to 4. Council Member Flores gave his condolences to the Ramero family. Council Member Flores stated he is happy that Debbie Sanchez's husband is doing well. Council Member Flores stated that the downtown plan is moving in the right direction.

Mayor Corona wanted to make it clear that he had not acted alone in the speed week discussion but had spoken to Council Members Durham and Holm before talking with Senator Cortez-Masto. Mayor Corona stated that in retrospect he should have come before the full Council but he had been shocked when he had seen the comments from SCTA about moving full steam ahead on the event. Mayor Corona stated that he had spoken to Senator Cortez-Masto about his concerns and was put in touch with the BLM in which he had discussed potentially canceling or postponing the event. Mayor Corona stated that he should have contacted the SCTA about the event and how they were going to handle it; overall the event went very well. Mayor Corona stated that this had all been a misunderstanding and his comments were misinterpreted. Mayor Corona explained that there should be a line of communication and he had not gone about it the best way. Mayor Corona stated that his thoughts and prayers are with the racer who had been injured. Mayor Corona stated that speed week has a long history in the community and even though we are two cities and states we are one community. Mayor Corona stated that people were wearing masks and social distancing when they were in the City. Mayor Corona wanted to thank Bill Lattin and Pat McDowell personally. Mayor Corona wanted to thank everyone in the community for doing their part to get our corona virus cases down from where they had been a couple of weeks ago. There are currently 4 active cases; washing your hands, wearing masks and social distancing has helped. Mayor Corona gave his condolences to the Ramero family and wanted to let them know that the whole City is rallying behind them. Mayor Corona thanked Debbie Sanchez for her work during this time. Mayor Corona stated that he and Debbie Sanchez had attended the Debt Management Committee meeting in which our debt management plan had been presented and approved by them. Mayor Corona thanked Debbie Sanchez for her service to the City during this trying time and let her know that he is pulling for her husband.

## **10. APPROVAL OF THE CLAIMS**

- a. Claims for August 18, 2020 (For Possible Action)**
- b. July 2020 Hand Checks/EFT (For Possible Action)**
- c. July 2020 Insurance (For Possible Action)**

Council Member Holm made a motion to approve the claims for August 18, 2020, July 2020 Hand Checks/EFT and July 2020 Insurance. The motion was seconded by Council Member Anderson and passed unanimously.

## **11. COMMENTS FROM THE GENERAL PUBLIC**

John Hanson thanked the Council and gave an update on the races. The races had been very



successful and went well. John stated that his concern was that there are always things that can come up during the day that could affect the City. John felt that anything that might financially affect the City should be looked at by the whole Council. John stated that Mayor Crawford had a girl sing the National Anthem at the speed week and went very well. John stated that Mayor Crawford got up and thanked the racers on behalf of both communities for being there. John stated that no one is mad at anyone.

## **12. NEXT MEETING DATE AND ADJOURNMENT**

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

The next meeting date is a regular meeting on September 1, 2020 at 7:00 p.m. in the West Wendover City Hall, Council Chambers #137. Council Member Anderson made a motion to adjourn at 8:28 p.m. The motion was seconded by Council Member Flores and passed unanimously.

ATTEST:

Anna E. Bartlome  
City Clerk/Records Officer