



## 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 SEPTEMBER 01, 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	Present	
Nick Flores	Councilman	Present	
Izzy Gutierrez	Councilman	Present	
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: Joanna Jensen, Tim Jensen, Tonnie Thorn and Mike Katsonis

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

Joanna Jensen apologized to Councilwoman Holm as she received most of her ire. Joanna stated that she has been operating a Lyft business for two months and has received an overwhelming positive response to her driving Lyft. Joanna stated that if she is required to get a business license she doesn't mind but she does have an issue with the home occupation permit as she will have zero impact to her neighbors as all of her business is online and there is no equipment. Joanna stated that she will not pay the \$200.00 for the home occupation permit.

Mike Katsonis explained that he is helping with the census by going door to door. Mike just

wanted to let people know what he looks like and that the information given is not shared with anyone. Mike stated that it is very important to at least get a head count even if they do not want to give him any other information. Mike stated that he is given names and addresses of people that have not taken the census and that is where he sent to.

Tonnie Thorn thanked the Mayor and Council for all they do and any help they can give on the home occupation issue would be appreciated. Tonnie stated that she was going to try to do a business similar to door dash or grubhub but the process was very difficult. Tonnie stated that if the home occupation process could be looked at for businesses that do not have an impact to the area or is completely online that would be helpful.

Chris Melville stated that he had a phone conversation with Tonnie about the home occupation process and since then the Mayor, Anna Bartlome and he had a conversation about the issue and we think there is an appropriate path to move forward on the home occupation process. Chris stated that there would be something on the next agenda about streamlining the home occupation process and businesses that have an impact to the area versus no impact.

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

**a. City Council - Regular Meeting - Aug 18, 2020 7:00 PM**Accepted

Council Member Holm made the motion to approve the minutes of the regular meeting of August 18, 2020. The motion was seconded by Council Member Anderson and passed unanimously.

#### **5. CONSENT CALENDAR**

**a. Discussion and Decision to Adopt Resolution #2020-17; A Resolution and Order Adopting New Building Code Provisions as Provided for Under City Code 7-1-2(A) "Amendments to Codes" as it Relates to Pertinent Building Codes Governed by Title 7, Chapter 1 of the West Wendover City Code (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Chris Melville explained that this resolution is to update our existing building codes to match what the State of Nevada is now using. The State of Nevada has adopted the 2018 International Codes. Chris further stated that our previous building plan reviewer (Jack Speelman) has passed away and he had been keeping us up to date. Chris stated that West Coast Code Consultants, Inc. (WC-3) helped in drafting the exhibit of the resolution to make sure it was up to date.

Council Member Flores made a motion to adopt Resolution #2020-17; a resolution and order adopting new building code provisions as provided for under City Code 7-1-2(A) "Amendments to Codes" as it relates to pertinent building codes governed by Title 7, Chapter 1 of the West Wendover City Code. The motion was seconded by Council Member Gutierrez and passed unanimously.

#### **6. NEW BUSINESS**

**a. Discussion and Decision to Approve the Agreement for Professional Building Plan Review Services Between the City of West Wendover and West Coast Code Consultants, Inc. (WC-3) as it Relates to Plan Reviews and Code Compliance for Development Projects both Private and Public under the Provisions of the Community Development Department and**

**Authorize the City Manager to Prepare and the Mayor to Execute Any and All Documents and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Chris Melville explained that this agreement is for new building plan reviewers due to the death of Jack Speelman. Chris stated that Jack Speelman and Code Review Services have been reviewing commercial projects since 1999. Chris conducted a search for a new firm and found West Coast Code Consultants, Inc. (WC-3); he believes they will be a good fit for the City. WC-3 has several offices in the western US and an office located in Layton, Utah which is closer than the previous consultant was.

Mayor Corona asked how similar this agreement would be to the one with Code Review Services. Chris stated that it has a similar fee structure but the agreement is much more detailed as the original agreement with Code Review Services was one page. Chris stated that if someone wants a to speed up plan review process the fee would be passed on to the end user as it currently is in that type of situation.

Council Member Durham made a motion to approve the agreement for Professional Building Plan Review Services between the City of West Wendover and West Coast Code Consultants, Inc., (WC-3) as it relates to plan reviews and code compliance for development projects both private and public under the provisions of the Community Development Department and authorize the City Manager to prepare and the Mayor to execute any and all documents. The motion was seconded by Council Member Anderson and passed unanimously.

**b. Discussion and Decision to Approve for Use the Proposed Covid Relief Fund Grant Agreement and Authorize the City Manager to Execute Such Agreements as Necessary to Provide for Disbursements of Covid Relief Funds as Previously Approved Under the City's CRF Allocation Plan Adopted on July 21, 2020 and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Mayor Corona disclosed that he works for the JAS Foundation and would not take part in any discussion on this item.

Council Member Gutierrez disclosed that he works for Nevada Health Centers and would not personally benefit from this item.

Chris Melville stated that the agreements with the various entities would provide some safety to the City in dispersing the funds that the City has to take responsibility for. Chris stated that when an audit is done if it is determined that the funds were issued in error they would need to be reimbursed. Chris stated he does not think that will happen as we have followed the requirements used by the State but wanted something in place so the entities are aware of it.

Council Member Holm stated that the funding for the JAS Foundation for the meals will go to start a meals-on-wheels program and upgrades to the freezers.

Chris stated that the language is certain agreements will be executed by the Mayor and some by the Mayor Pro-tem.

Council Member Durham made a motion to approve for use the proposed Covid Relief Fund Grant Agreement and authorize the City Manager to execute such agreements as necessary to provide for disbursements of Covid Relief Funds as previously approved under the City's CRF Allocation Plan adopted on July 21, 2020. The motion was seconded by Council Member Gutierrez and passed unanimously.

**c. Discussion and Decision to Proceed with the Previously Budgeted Refurbishment of Fire Department Engine 1312 and Authorize the City Manager to Prepare and Execute any Related Documents Thereto and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager/Fire Chief

Review/Comment/Action: City Council

Chris Melville explained that we would be using the previously competitively bid process followed by Clark County. Chris stated that we could use the bid as long as the supplier (Firetrucks Unlimited) agrees to allow that which they have. Chris explained that we would maintain a file for backup that has the email from the City Attorney and all other documents that will prove-out that the contract was competitively bid to meet NRS 332. The total amount of the refurbishment is \$163,240.00 which does include the rental of a truck during the process.

Mayor Corona stated that the amount that had been budgeted was \$250,000.00. Chris stated that yes that is what had been budgeted but Jeff Knudtson reviewed the proposal and was able to get the total down. Jeff Knudtson stated that the bid included a new motor, transmission and paint for the vehicle but those items were not needed. Council Member Anderson asked how long the process would be. Jeff stated that it would be approximately 4 to 5 months. Council Member Anderson asked if the rental price was per month or total. Chris explained that the rental is for 5 months for a total of \$17,500.00.

Council Member Anderson made a motion to authorize the City Manager to proceed with the refurbishment of the Pierce Fire Engine Pumper 1312 as previously authorized in the FY 21 budget and in consideration and use of the Clark County Solicitation Bid No. 604429-17 and related contract of award which has been authorized for use by the supplier, Firetrucks Unlimited, located at 1175 Center Point Drive, Henderson, NV 89074 as provided under the provisions of NRS 332.195 for the amount of \$163,240.00 and other matters appropriately related thereto. The motion was seconded by Council Member Holm and passed unanimously.

**d. Discussion and Decision to Approve the Proposed Updated Job Descriptions for Police Officer and Police Sergeant and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Chris Melville explained that the update to the job descriptions is due in part to the COPS Grant that Chief Kunz was able to get and the remainder is housekeeping items to the Police Officer and Police Sergeant. Chris stated that some of the changes are due to the COPS Grant and the use of bicycles.

Council Member Gutierrez made a motion to approve the proposed updated job descriptions for Police Officer and Police Sergeant. The motion was seconded by Council Member Flores and passed unanimously.

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

Report By City Clerk

Review/Comment/Action: City Council

Anna Bartlome explained that this item was on the agenda for ratification due to there being a lack of a voting quorum at the last meeting for this item. The candidates selected for the ballot were Lois Nannini, Gerald (Jerry) Anderson, Bruce W. Widmer and Dale F. Lotspeich. Three of the candidates were incumbents with the most years of service. The ballot had been filled out and submitted by the deadline.

Council Member Anderson disclosed that he is one of the candidates and would not vote on this item.

Council Member Durham made a motion to ratify the selection of candidates (Lois Nannini, Gerald V. (Jerry) Anderson, Bruce W. Widmer and Dale F. Lotspeich) for the Wells Rural Electric Company 2020 ballot for members of the Board of Directors. The motion was seconded by Council Member Gutierrez and passed. Council Member Anderson abstained.

**7. DEPARTMENT REPORTS**

**1. Fire Chief**

Jeff Knudtson stated that his memo was short as there was not much to report this month.

Council Member Gutierrez stated that he had noticed a lot of fire fighters from throughout the State at the park; he introduced himself and asked them what was going on. Jeff stated that they are strike teams assigned to certain area to help with the wildfires. Council Member Durham told Jeff that it was a great job negotiating the price of the refurbishment of Engine 1312 and she appreciates the effort. Jeff stated that he hopes he covered everything that is needed.

**2. Police Chief**

Cal Kunz had nothing to add to his report.

Council Member Durham stated that she is excited for the bicycle program as neat thing for our community. Cal stated that it will be a good benefit to the community.

**3. City Clerk/Records Officer**

Anna Bartlome had nothing to add to her report.

**4. Chief Financial Officer**

Debbie Sanchez stated that Consolidated Taxes came in higher than anticipated and helped us end higher than we were budgeted to end. Debbie stated that gaming and property taxes came in higher in June but motor fuel and room tax were lower.

Mayor Corona stated that he was excited to read that the Consolidated Taxes was the highest June every.

**5. Public Works Director**

Raul Naranjo stated that Ignacio "Nacho" Vera has given his two week notice with his last day being September 11th. Raul stated that Nacho was a very valuable asset to the City with lots of knowledge of the system and he had been with the City and County for 32 years. Raul wanted to thank Nacho publicly for all his hard work and knowledge that he has shared.

Council Member Holm asked if the boulders that are blocking the road between the golf course and Wendover Boulevard would ever be removed. Raul stated that there was no plan to remove the boulders. Chris Melville stated that the area the boulders are blocking is not a road and is private property. Chris stated that people driving on that area helped contribute to damage to the storm drain through that area.

Council Member Holm stated that she agrees with everything said about Nacho and she hopes he enjoys his retirement. Mayor Corona stated that Nacho is very knowledgeable and he wishes him well. Mayor Corona stated that whoever is replacing him will have giant shoes to fill.

**6. City Manager**

Chris Melville stated that one of the goals in Raul Naranjo's evaluation will be to train up replacements to help gain the experience. Chris wished Nacho luck in his retirement. Chris stated that the property sale with Deep Roots Medical is in process and should hopefully have by next month. Chris stated that the Downtown Development Phase 1 Infrastructure is in process with the architects and engineers working together on a final design. Chris explained that the Maverick Convenience Store has started and should move pretty quickly. Chris stated that the dispatch agreement with Wendover Utah is being reviewed by legal counsel and will then be sent to Wendover Utah for their review. Chris stated that we are in process for recruiting for 3 police officers and at the end of recruitment for 1 dispatcher.

**8. COMMUNICATIONS**

**Reports by Elected Officials**

Council Member Holm thanked everyone for the good job they have been doing and to Jeff Knudtson for getting the price down on the refurbishment of Engine 1312. Council Member Holm stated that WendRover Pet Connection received a grant from the Humane Society of

Nevada and they are looking at doing a food drive. Council Member Holm stated that she would like to do a vaccination drive like was done before but with COVID it is not the time.

Council Member Anderson thanked the Department Heads and everyone that keeps the City going. Council Member Anderson stated that he had been in Santa Rosa and inhaled more smoke due to all the fires than he ever has before. Council Member Anderson stated that the fire patrols are keeping the fires away and hopefully it is getting better.

Council Member Flores thanked Jeff Knudtson for the great deal on the rehab of Engine 1312. Council Member Flores thanked Nacho for his many years of service. Council Member Flores stated that he has tried to talk to people about the census but many still think it will affect them some way. Council Member Flores stated that he hopes we can work on something with the home occupation permits. Council Member Flores stated that he had attended a meeting with Senator Rosen in which they discussed workforce development and trying to get more vocation classes. Council Member Flores stated that the President of the Great Basin College had mentioned there was an entity that was trying to bring vocation classes to the community. Chris Melville stated that it was BOMARC Development/Richard Spillman but it is not being worked on at this time. Council Member Flores stated that the discussion with Senator Rosen went very well and she listened to the concerns of the City.

Council Member Gutierrez thanked the Fire Chief for his work on the rehab of Engine 1312 and for the Police Chief for getting the COPS Grant. Council Member Gutierrez stated that Nacho will be missed. Council Member Gutierrez thanked Mike Katsonis for his work with the census.

Council Member Durham apologized for missing the last meeting but she had been attending the school board meeting. Council Member Durham stated that schools are a vital part of the community and it is going to be difficult for the students to transition to an online learning format. Council Member Durham stated she felt confident that the school staff has things lined up the way they need to be in getting the students laptops and hotspots. Council Member Durham stated that schools provide so many other safety nets and she hopes the online format is just for a short time. Council Member Durham stated that some items they discussed with Senator Rosen was a school to community liaison and she wishes there was some money in a budget that could provide internships to student for various professions. Council Member Durham stated that Anthony Collazo and the leadership class is discussing trying to hold a virtual census night. Council Member Durham stated that Anthony Collazo had been in contact with Mi Familia Vota and is working on getting an online voting drive. Council Member Durham explained that Jim Peterson has received funding to restore the Russian Buildings and the journalism class will attempt to do a documentary on the project. Council Member Durham stated that she appreciates the efforts of Joanna Jensen and Tonnie Thorn in trying to get businesses here that we don't have and with the current situation more and more people may work from home. Council Member Durham stated that they heard the concerns on the home occupation permit and she has good faith the Council will do the right thing. Council Member Durham thanked Mike Katsonis for his efforts on the census. Council Member Durham gave her condolences to the Jack Speelman family and also to the

Salazar family.

Mayor Corona thanked Council Members Durham and Flores for attending the roundtable event with Senator Rosen and getting some great feedback. Mayor Corona thanked Mike Katsonis for his efforts in going out and making sure people are completing the census. Mayor Corona stated that the more you can inform people that the census is safe and confidential it will help. Mayor Corona thanked Joanna Jensen and Tonnie Thorn for bringing forward their issue as many of the codes were written long ago and businesses are different now. Mayor Corona stated that when the change to the home occupation permit is brought forward he believes it will be something good for businesses and the community. Mayor Corona stated that sometimes there are roadblocks that are not intentional. Mayor Corona stated that the Nevada League of Cities has meet to discuss the potential BDRs for the next legislative session and one that was discussed was how to license app based businesses. Mayor Corona stated that potential bill will not move forward due to concerns some of the other cities. Mayor Corona stated that one bill draft was to allow cities to access budget stabilization funds for pandemics or other items declared an emergency. The next bill draft was to allow development maps to be submitted electronically and conduct more things online. The last bill draft was to readdress the property tax system in raising the cap and setting a floor; this would not affect current property owners and would only go into effect at the sale of a home. Mayor Corona stated that he had provided the bill draft that the City will be submitting regarding potential DMV functions. Mayor Corona stated that the DMV would like to work with the City and he informed them that the draft will remain in place until an agreement is in place.

## **9. APPROVAL OF THE CLAIMS**

### **a. Claims for September 1, 2020 (For Possible Action)**

Council Member Holm made a motion to approve the claims for September 1, 2020. The motion was seconded by Council Member Flores and passed unanimously.

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

Mike Katsonis wanted to clarify that he is only given addresses that need to complete the census not names. Mike stated that there are a lot of young people on the street and to please watch out for them.

Council Member Durham stated that there are a lot of young people on the streets as well as on ATVs and 4-wheelers. Council Member Durham stated that most are not wearing helmets and our doubled up on the machines. Council Member Durham wanted people to please watch what the kids are doing.

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

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

The next meeting date is a special meeting on September 15, 2020 at 6:30 p.m. in the West Wendover City Hall, Conference Room #115. The next regular meeting date is on September 15, 2020 at 7:00 p.m. in the West Wendover City Hall, Council Chambers #137. Council Member Gutierrez made a motion to adjourn at 8:11 p.m. The motion was seconded by Council Member Anderson and passed unanimously.



ATTEST:

Anna E. Bartlome  
City Clerk/Records Officer