



## **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

**PUBLIC NOTICE**

**PUBLIC NOTICE**

**PUBLIC NOTICE**

### **WEST WENDOVER CITY COUNCIL, REGULAR MEETING**

**DATE: November 02, 2021**

**TIME: 7:00 PM**

**LOCATION: Council Chambers #137, West Wendover City Hall**

(THE MAYOR OR MAYOR PRO TEM RESERVES THE RIGHT TO CHANGE THE ORDER OF THE AGENDA AND IF THE AGENDA IS NOT COMPLETE, TO RECESS THE MEETING AND CONTINUE ON ANOTHER SPECIFIED DATE AND TIME)

(IN THE EVENT THAT PUBLIC COMMENT IS ALLOWED DURING ANY AGENDA ITEM, THE MAYOR OR MAYOR PRO TEM RESERVES THE RIGHT TO LIMIT SUCH COMMENT AND TERMINATE ANY FURTHER COMMENT)

(EACH SPEAKER, AFTER BEING ACKNOWLEDGED BY THE CHAIR, SHALL COME TO THE PODIUM AND IF REQUIRED FILL OUT A REQUEST TO SPEAK FORM, THEN WILL SPEAK DIRECTLY INTO THE MICROPHONE, AND STATE THEIR NAME, RESIDENCY AND ANY ORGANIZATION THEY ARE REPRESENTING FOR THE RECORD.)

(THESE PROCEEDINGS ARE BEING VIDEO RECORDED. THE COUNCIL MEETINGS CAN BE VIEWED ON THE INTERNET AT [www.westwendovercity.com](http://www.westwendovercity.com) WITHIN 24 HOURS OF THE END OF THE MEETING.)

### **AGENDA**

#### **MEETING LOCATION PARTICIPATION**

**FACE COVERINGS ARE REQUIRED**

**MAINTAIN AT LEAST SIX FEET OF SOCIAL DISTANCING**

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

**a. Roll Call**

#### **2. PLEDGE OF ALLEGIANCE**

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

Requires a sign in sheet and request of the Council to speak, limitation of three minutes.

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

**a. City Council - Regular Meeting - Oct 19, 2021 7:00 PM**

#### **5. NEW BUSINESS**

- a. **Discussion and Decision to Accept the Recommendation of the RFQ-RFP City Manager's Selection Committee as it Relates to the Selection and Contracting of the Design/Build Team for the Design and Construction of the new West Wendover Fire Station and the Optional West Wendover Community and Recreation Center Projects and Approval for the City Manager to Proceed with Such Processes Related to USDA Rural Development for the Preparation and Execution of the Design/Build Team Contract(s) and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

**6. DEPARTMENT REPORTS**

1. **Fire Chief**
2. **Police Chief**
3. **City Clerk/Records Officer**
4. **Chief Financial Officer**
5. **Public Works Director**
6. **City Manager**

**7. COMMUNICATIONS**

**Reports by Elected Officials**

**8. APPROVAL OF THE CLAIMS**

- a. **Claims for November 2, 2021 (For Possible Action)**

**9. COMMENTS FROM THE GENERAL PUBLIC**

Requires a sign in sheet and request of the Council to speak, limitation of three minutes.

**10. NEXT MEETING DATE AND ADJOURNMENT**

- a. **Adjournment (For Possible Action)**

**This notice is posted at the following locations:**

**West Wendover City Hall, West Wendover Library,  
Smith's Food & Drug, Nevada Post Office**

**Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the City Clerk in writing at the City of West Wendover, 1111 N. Gene L. Jones Way, P.O. Box 2825, West Wendover, Nevada, or by calling (775) 664-3081.**



**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 NOVEMBER 02, 2021**

**MEETING LOCATION PARTICIPATION**

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

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

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

Others Present: Brad Hillaker

Mayor Pro-tem Gutierrez 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 Gutierrez 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 - Oct 19, 2021 7:00 PM**

Council Member Flores made a motion to approve the minutes of the regular meeting of October 19, 2021. The motion was seconded by Council Member Trujillo and passed unanimously.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Nick Flores, Councilman
<b>SECONDER:</b>	Robert Trujillo, Councilman
<b>AYES:</b>	Kathy Durham, Nick Flores, Izzy Gutierrez, Robert Trujillo
<b>ABSENT:</b>	Jasie Holm

**5. NEW BUSINESS**

- a. Discussion and Decision to Accept the Recommendation of the RFQ-RFP City Manager’s Selection Committee as it Relates to the Selection and Contracting of the Design/Build Team for the Design and Construction of the new West Wendover Fire Station and the Optional West Wendover Community and Recreation Center Projects and Approval for the City Manager to Proceed with Such Processes Related to USDA Rural Development for the Preparation and Execution of the Design/Build Team Contract(s) and Other Matters Appropriately Related Thereto (For Possible Action)**

Report By City Manager

Review/Comment/Action: City Council

Chris Melville explained that the recommendation from the RFQ-RFP Committee was the design-build team of Core/TSK. Also included was the memo from the City Engineer Darin Hawkes outlining the scoring and the work that the committee did. Chris stated that any recommendation will need to include approval from USDA Rural Development as they still need to sign off on the selection before we move on to contracts. Chris thanked the committee members who served on the committee; they included Mayor Daniel Corona, Council Member Durham, Council Member Trujillo, Fire Chief Knudtson, CFO Sanchez, WWRD Chairman Longson, WWRD Board Member Gary Corona, WWRD Administrator Richardson and City Engineer Darin Hawkes.

Council Member Durham thanked everyone for allowing her to be on the committee it was a learning experience. Council Member Durham also wanted to thank the companies that did submit the proposals for the RFQ and RFP processes.

Mayor Pro-tem Gutierrez thanked everyone on the committee for all their hard work.

Council Member Durham made a motion to accept the recommendation of the RFQ-RFP City Manager's Selection Committee as it relates to the selection and contracting of the design/build team for the design and construction of the new West Wendover Fire Station and the optional West Wendover Community and Recreation Center Projects and approval for the City Manager to proceed with such processes related to USDA Rural Development for the preparation and execution of the design/build team contract(s) and approval from USDA Rural Development of the selection of CORE/TSK. The motion was seconded by Council Member Trujillo and passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kathy Durham, Councilwoman
<b>SECONDER:</b>	Robert Trujillo, Councilman
<b>AYES:</b>	Kathy Durham, Nick Flores, Izzy Gutierrez, Robert Trujillo
<b>ABSENT:</b>	Jasie Holm

**6. DEPARTMENT REPORTS**

**1. Fire Chief**

Jeff Knudtson stated that demolition has begun on the Rusty Palm building with the building completely removed and ground work being done in order to set the tanks.

**2. Police Chief**

Brad Hillaker had nothing to add to his report.

**3. City Clerk/Records Officer**

Anna Bartlome had nothing to add to her report.

**4. Chief Financial Officer**

Debbie Sanchez stated that they have contacted Elko County about the property tax check and were told that a check had been issued. Debbie stated that if they do not receive it they will contact Elko County about resending it.

**5. Public Works Director**

**6. City Manager**

Chris Melville had nothing to add to his report.

**7. COMMUNICATIONS**

**Reports by Elected Officials**

Council Member Trujillo thanked all the Department Heads for the job they do. Council Member Trujillo wanted to thank Wendover Utah and West Wendover Nevada Police Departments for their help with the trunk or treat event. Council Member Trujillo stated that the trunk or treat event went well and they had around 300 kids go through the event. Council Member Trujillo wished a quick recovery to Police Chief Kunz.

Council Member Flores thanked the Department Heads for all they do. Council Member Flores thanked the RFQ/RFP selection committee for their work on this process. Council Member Flores stated that he is excited about the number of uses (55) on the DMV kiosk for the amount of time it has been operating (less than a month). Council Member Flores wanted to tell the police department to keep fighting and we will have the chief back soon.

Council Member Durham thanked all the Department Heads for all they do. Council Member Durham thanked all the companies that submitted proposals for the RFQ/RFP Fire Station and Community & Recreation Facility projects. Council Member Durham welcomed Kaydn Sharp to the Police Department and Esten Ceballos to Public Works. Council Member Durham hopes for a speedy recovery for Chief Kunz. Council Member Durham stated that the annual Shop with a Cop poker tournament was a lot of fun and she hopes they

raised a lot of money for the program. Council Member Durham stated that the Elko County School Board is almost back to full staffing. Council Member Durham congratulated Jeff Durham for being appointed to the Elko County School Board; it is the first time someone from our city has served on the board. Council Member Durham stated that the special election is December 14th, 2021 for the school bond question and if anyone has any questions to go to the Elko County School District website ([www.ecsdnv.net](http://www.ecsdnv.net)).

Mayor Pro-tem Gutierrez thanked all the Department Heads and their staff for all they do. Mayor Pro-tem Gutierrez congratulated Anna Bartlome on her evaluation and Jeff Durham for being appointed to the Elko County School Board. Mayor Pro-tem Gutierrez hopes for a speedy recovery for Chief Kunz. Mayor Pro-tem Gutierrez stated that he had someone tell him about their experience with the DMV kiosk and how well it went.

Council Member Durham stated that the pet vaccination clinic went very well as they had over 500 pets get vaccinated. Council Member Durham wanted to thank all those who helped with the vaccination clinic.

**8. APPROVAL OF THE CLAIMS**

**a. Claims for November 2, 2021 (For Possible Action)**

Council Member Trujillo made a motion to approve the claims for November 2, 2021. The motion was seconded by Council Member Flores and passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Trujillo, Councilman
<b>SECONDER:</b>	Nick Flores, Councilman
<b>AYES:</b>	Kathy Durham, Nick Flores, Izzy Gutierrez, Robert Trujillo
<b>ABSENT:</b>	Jasie Holm

**9. COMMENTS FROM THE GENERAL PUBLIC**

None offered or received.

**10. NEXT MEETING DATE AND ADJOURNMENT**

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

The next meeting date is a regular meeting on November 16, 2021 at 7:00 p.m. in the West Wendover City Hall, Council Chambers #137. Council Member Durham made a motion to adjourn at 7:17 p.m. The motion was seconded by Council Member Flores and passed unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kathy Durham, Councilwoman
<b>SECONDER:</b>	Nick Flores, Councilman
<b>AYES:</b>	Kathy Durham, Nick Flores, Izzy Gutierrez, Robert Trujillo
<b>ABSENT:</b>	Jasie Holm

ATTEST:

Anna E. Bartlome  
City Clerk/Records Officer