WEST WENDOVER CITY COUNCIL MINUTES OF THE REGULAR
MEETING OF DECEMBER 2, 2014

The West Wendover City Council met for a regular meeting on December 2, 2014. The meeting was held at the West Wendover City Hall, Council Chambers #137. Mayor Carter presided.

Council Members Present: Jerry Anderson, Nick Flores, Izzy Gutierrez, John Hanson and Jasie Holm

Others Present: Dixie Melville, Laura Snyder, Arbie Stone, Brad Hanson, Teri Hanson, Roseanne Boatman, Brian Boatman, Richard Bauer, Burdel Welsh, Alan Rowley, Michelle Giovo, Rose Hanson, Dave Wiskerchen, Jeff Knudtson, Erika Pacheco, Bryce Kimber, Chris Melville and Anna Bartlome

The following proceedings were had.

1. CALL TO ORDER AND ROLL CALL
   Mayor Carter called the meeting to order at 7:00 p.m. All those present and excused are noted above.

2. PLEDGE OF ALLEGIANCE
   Mayor Carter led those present in the Pledge of Allegiance.

3. COMMENTS FROM THE GENERAL PUBLIC:
   Laura Snyder would like the Council to possibly change how appointments are done to the Council either by ordinance or resolution. Laura would like the change to include that a selection will be made using the next highest vote getter from the election. Council Member Gutierrez stated that he agrees with Mrs. Snyder and that a special election could be held instead of an appointment. Laura stated that an election is expensive and maybe something could just be done with the City Code on appointments for a vacancy. Council Member Hanson stated that under the previous Mayor appointments had been done and there was not a problem with how they had been done then why is there an issue now. Laura stated that there just seems to be more issues now and would like the Council to consider another option. Mayor Carter stated that the City is a general law city and can hold a special election but there is nothing that says a past election must be considered in an appointment. Chris Melville stated that this maybe something the attorneys could look at if the Council would like. Council Member Gutierrez stated that he would like to have the attorneys look at this issue to see if there is something that could be done. Council Member Flores stated that he knows that this is a difficult process.

4. *APPROVAL OF THE MINUTES:
   Council Member Anderson had a change to the minutes of November 4, 2014.

Under Communications the change is as follows:

“Mayor Carter stated that it has been a pleasure to work with Council Member Briggs and thanked him for his service.”

“The City of West Wendover is an equal opportunity provider.”
Council Member Anderson made a motion to approve the minutes of the regular meeting of November 4, 2014 and the minutes of the regular meeting November 18, 2014 with the changes as stated above. The motion was seconded by Council Member Gutierrez and passed unanimously.

5. PUBLIC HEARING

NOTICE, is hereby given that the City Council of the City of West Wendover, State of Nevada, will hold a public hearing at a regular meeting to be held on December 2, 2014 at 7:10 p.m., in the West Wendover City Hall, Council Chambers #137, located at 1111 N. Gene L. Jones Way. The purpose of this hearing is to consider an appeal to a home occupation permit.

DESCRIPTION:

Home Occupation Permit: Erika Pacheco & Miguel Trujillo

1) Office for Handyman Service
(Meeting the necessary provisions of West Wendover City Code Title 8 Chapter 10 Section 6 Paragraph (C).

The property description is: Lot 25 of the West Wendover Highlands, Unit 7, Block T, as filed in the Office of the Elko County Recorder, and situated in Section 17, Township 33 North, Range 70 East, M.D.B. & M., Elko County, Nevada. Located at 1824 Humboldt Circle, West Wendover, Nevada 89883.

All comments regarding this matter will be considered at the public hearing. Please contact the Community Development Department at (775) 664-3081 if there are any questions.

Mayor Carter closed the regular portion of the meeting and opened the public hearing portion.

Chris Melville explained that the home occupation is on the agenda for approval due to receiving a letter from a neighbor with concerns about the business. Chris stated that there are conditions of a home occupation that have to be met and that the permits are reviewed yearly. Brad and Teri Hanson stated that they live next door and do not want the home to become a hardware store. Brad and Teri further stated that they are not opposed to an office but are concerned about the storage on the property as well as the vehicles coming to and from the property. Council Member Hanson disclosed that he helped Miguel Trujillo with the paperwork and the process for the business but would not personally benefit from this item. Erika Pacheco explained that they are trying to get everything into storage and how it is supposed to be and hope to have this done in a couple of weeks. Council Member Anderson asked if the traffic to the property is due to the business or for another reason. Erika stated that people do come looking for Miguel but that her mother and brother also live at the home. Council Member Gutierrez asked if the office would be located at the home and the storage somewhere else. Erika stated that they have three storage buildings on the property that would be used. Council Member Holm asked if people purchasing product could just call him instead. It was stated that he would not be selling anything just a license for handyman service; only have product for jobs he will be doing. Mayor Carter asked if people could contact him by phone to help limit traffic on the street as it is a small area. Council Member Flores stated that if approved traffic would need to be limited in area. Council Member Gutierrez asked if a couple of weeks would be adequate to move everything to storage. Brad Hanson stated that he does not have a problem with it taking a couple of weeks to move everything to storage but thinks it may take them longer. Brad stated that as long as they are not selling things there it would be okay and does not want to see this become a permanent thing. Chris Melville stated that the Council has the option to set a timeline to review the permit to make sure that all the issues have been addressed. Council Member Holm stated that they could review this permit with the others in January.
There being no further public comment Mayor Carter closed the public hearing and opened the regular portion of the meeting.

*Discussion and Decision Regarding Proposed Approval or Denial of Home Occupation Permit Located at 1824 Humboldt Circle and Other Matters Appropriately Related Thereto

Council Member Anderson made the motion to approve the Home Occupation Permit located at 1824 Humboldt Circle with a review of conditions in January. The motion was seconded by Council Member Holm and passed unanimously.

6. NEW BUSINESS

*a. Discussion and Decision to Authorize the City Manager to Proceed with Implementation of the City of West Wendover Employee Health Insurance Renewal Matters Including EMI Health Smart Benefits and Administration and Stop Loss Re-Insurance effective January 1, 2015 and Other Matters Appropriately Related Thereto

Chris Melville stated that the memo provided was correct but the numbers given were not. Chris provided new numbers for the Council which had been reviewed by Michelle Giovo and showed a 40% reduction from what had been provided. Michelle Giovo stated that the numbers previously provided did not take into account that the City covers the employee 100% and were taking the industry standard. General discussion was had regarding the new totals and how often program is looked at. Council Member Hanson made the motion to authorize the City Manager to proceed with the implementation of the city of West Wendover Employee Health Insurance renewal matters including EMI Health Smart Benefits and administration and Stop Loss Re-insurance effective January 1, 2015. The motion was seconded by Council Member Anderson and passed unanimously.

*b. Discussion and Decision to Approve the Memorandum of Understanding Regarding the Development of a New Passenger Train Station Between National Railroad Passenger Corporation and the City of West Wendover and Authorize the City Manager to Prepare and the Mayor to Execute Any and All Documents Related and Authorize the City Manager to Proceed with the Implementation Work as Required and Other Matters Appropriately Related Thereto

Chris Melville stated that he is very happy to present the Memorandum of Understanding for passenger rail station to the Council and that it has been a very long process. Chris explained the Memorandum of Understanding and what each parties responsibilities would be (see attached). Council Member Anderson asked if there would be grant funding available for this type of project. Chris stated that there could be but not sure what amount would be available. Council Member Gutierrez stated that he agrees with having a train station and it is a good way to travel. Council Member Hanson asked if the City expends the initial $17,000.00 in funds is there a chance that we could lose that investment. Chris stated that you never know if there is going to be an issue with a project but would like to move forward with the project. Council Member Flores stated that he would like to see more of a police presence around the station as he has heard of other stations in some not very safe locations. Chris stated that is why the station would be located at the selected site as that is a real concern. Council Member Gutierrez made a motion to approve the Memorandum of Understanding regarding the development of a new passenger train station between National Railroad Passenger Corporation and the City of West Wendover and authorize the City Manager to prepare and the Mayor to execute any and all documents related and authorize the City Manager to proceed with the implementation work as required. The motion was seconded by Council Member Anderson and passed unanimously.

7. DEPARTMENT UPDATES

Fire Chief – Jeff Knudtson stated that there are currently 41 active building permits. The Red Garter is nearly complete with the new restaurant and is almost finished with the upgrade of hotel rooms. The Peppermill is currently redoing one of their restaurants by removing the buffet line and increasing room in the kitchen. Jeff stated that Shop with a Cop and the Santa’s Helpers programs are in full swing. Jeff stated that the fire trucks would be taking Santa around on December 17th.

Council Member Gutierrez asked if the City is prepared for a potential cyanide leak. Jeff stated that they could contain the spill but not clean it up. Jeff stated that the companies are supposed to have a cleanup plan.

Police Chief – Burdel Welsh stated that they are working on the dispatcher backgrounds. Burdel stated that Tomas Ramirez has finished his field training and will start regular shifts December 2nd. Burdel also
stated that Josh Earl has begun his field training. Burdel explained that they are reviewing applications for a police officer. The department is also dealing with recalls to most of the police vehicles.

**City Clerk/Records Officer** – Anna Bartlome stated that the fifth and final Campaign Contribution and Expense report is due January 15, 2015. Anna also stated that for all elected and appointed officials the Financial Disclosure Statement is due January 15, 2015.

**Chief Financial Officer** – Michelle Giovo stated that taxes are coming in close to what had been budgeted, slightly up from last year. Michelle explained that the annual audit would be presented at the next meeting. Michelle stated that Lynn Gregory will be retiring on December 5th and that Robyn Smith has taken her place.

**Public Works Director** – Bryce Kimber explained that there are currently three projects underway which include the Montego Bay Tank Project, the 8-Inch Steel Pipeline Project and the Public Works Facility. All projects are moving along with the 8-Inch Steel Pipeline Project nearly complete. The rehab of Shafter Well #6 is moving along with some improvements being seen.

Council Member Hanson stated that even though the Public Works crew had to work on Thanksgiving to fix a broken pipe they still remained positive.

**City Manager** – Chris Melville reminded everyone of the annual Christmas tree lighting at the City Hall on December 5th at 5:30 p.m.

8. **COMMUNICATIONS**

Council Member Gutierrez stated that he would like to meet with Chris Melville on the nepotism policy.

Council Member Flores stated that he had met with Jeff Knudtson and Bryce Kimber and toured each of their departments. Council Member Flores was very impressed with the departments and thinks they are doing an awesome job. Council Member Flores would also like to meet with Burdel Welsh.

Council Member Anderson stated that he would like to state that he does not work for the Peppermill and his last name is spelled with an on not en as was stated is one of the newspapers.

9. **APPROVAL OF THE CLAIMS:**

Council Member Anderson made the motion to approve the claims of December 2, 2014. The motion was seconded by Council Member Gutierrez and passed unanimously.

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

Dixie Melville asked if there was something that could be done with the sound in the chamber because it was very hard to hear what was being said.

11. **NEXT MEETING DATE AND ADJOURNMENT**

The next meeting date is a regular meeting on December 16, 2014 at 7:00 p.m. at the West Wendover City Hall, Council Chambers #137. Council Member Gutierrez made the motion to adjourn at 8:30 p.m. The motion was seconded by Council Member Anderson and passed unanimously.

ATTEST:

Anna E. Bartlome
City Clerk/Records Officer
Memorandum Of Understanding
City of West Wendover
National Railroad Passenger Corporation

December 2, 2014
Chris Melville, City Manager
MOU, Completion of First Main Step to a Station

History of the process, Initiated 2011 (3rd attempt)
- 2011 – 2013 Plan submittals / Amtrak Working Groups
- 2013 (summer) Initial MOU Review
- 2014 (summer) Final MOU Review
5 Major Areas of Work

1. Party Responsibilities/Activities
   - Amtrak and UPRR
     • Provide rail access and service to a future station
   - City
     • Complete final agreements w/ Amtrak & UPRR
     • Design Station
     • Construct Station
     • Operate / Maintain Station
5 Major Areas of Work – Cont.

2. Insurance
   - City to provide liability for construction and long-term use including Railroad Protective Liability (RRP) for rail access and service to a future station

3. Legal Jurisdiction
   - Agreements & activities venue U.S. District Court
4. Project Funding
   - City required to fund
     - Station design and review by parties
     - Station construction (Funding may be grant associated)

5. Facility Maintenance & Operation
   - City required to maintain & operate
     - General maintenance & upkeep
     - Utilities (water, sewer, electricity, etc.)
     - Insurance/liability
     - Personnel costs associated with janitorial/snow removal
Station Concept

- Class III Facility
  - Small – Medium approx. 10,000 pax annually
  - Un-staffed, caretaker type
o Attributes
• Meets ADA
• Highway signage
• Paved parking w/ drop off lanes & bicycle facilities
• Exterior signage / lighting incl. Amtrak signage
• Paved platform w/ canopy (500’ to 1,200’) & lighting
• Janitorial services
• Waiting area / part enclosed for inclement weather
• Restrooms
• Quick-Trak ticketing, enclosed partition
• Information kiosks
• LED displays arrival/departure
• Pay telephone
• Security on call
## Cost Estimation

### Major Items of Construction
- Building Structure
- Platform
- Parking Area
- Lighting

### Description | Cost
---|---
**AGREEMENTS (Amtrak UPRR)**
Legal and Professional Serv | $14,500
RR ROW Acquisition | $2,500
**Total Pre Design** | $17,000
**FACILITY DESIGN**
Engineering | $43,320
Insurance | $1,500
**Total Design** | $44,820
**CONSTRUCTION**
Engineering Management | $30,943
Insurance | $3,000
Environmental | $10,000
Construction | $680,700
**Total Construction** | $724,643

### Description | Cost
---|---
**OPERATIONAL (Annual)**
Utilities (water/sewer) | $450
Garbage Disposal | $600
Repair & Maint | $2,800
Communications | $600
Electricity | $850
Propane | $650
**Total Annual Operational** | $5,950
Location

Florence Way near WWRD facilities

- Close proximity to business district
- Walking distance to Welcome Center (future multi-modal facility)
- Visible from Wendover Blvd & Exit 410 Intersection
- Close to I-80 and U.S. 93A traffic
- General security (watching eyes) w/ businesses and WWRD
- Good area lighting
Additional Steps

- Final Agreements with Amtrak & UPRR
- Funding design
- Complete station design w/ required approvals
- Funding construction
- Construct station facility
- On-going station operations
THANK YOU!