



GARY POLLOCK, Mayor
JONATHAN GOOLSBY, Vice-Mayor
LAURA MOORE DELRIO, Councilwoman
CHRIS MICHELI, Councilman
CR "BETH" SAVEDRA, Councilwoman

JASON PENGELLY, City Manager
SAMANTHA NANCE, City Clerk
PATTI ZANDER, Deputy Clerk

PUBLIC MEETING NOTICE
Of the
CITY OF WELLS BOARD OF COUNCILMEN

The Board of Council of the City of Wells, County of Elko, State of Nevada, will meet in regular session on Tuesday, August 8, 2023, in the Council Chambers of Wells City Hall, 525 Sixth Street, Wells, Nevada
Beginning at 7:00 P.M.

Attached with this Notice is the agenda for said meeting of the Board.

This Notice and Agenda is posted pursuant to N.R.S. 241.020 as amended by the 2013 Legislature. This Notice and Agenda has been posted on or before 9:00 A.M. on the third working day before the meeting at the following locations:

WELLS CITY HALL, 525 Sixth Street, Wells, Nevada
WELLS FIRE STATION, 516 Seventh Street, Wells, Nevada
WELLS POST OFFICE, 201 Castle Street, Wells, Nevada
WELLS RURAL ELECTRIC COMPANY, 1451 Humboldt Avenue, Wells, Nevada
SILVER SAGE SENIOR CITIZEN CENTER, 213 First Street, Wells, Nevada
ROY'S MARKET, 647 Humboldt Avenue, Wells, Nevada

Supporting materials for this meeting may be reviewed at the office of the City Clerk, Wells City Hall, 525 Sixth Street, Wells, Nevada.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, and 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

NOTICE TO PERSONS WITH DISABILITIES

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the City Manager, City of Wells, in writing at P.O. Box 366, 525 Sixth Street, Wells, Nevada 89835-0366, or by calling 775-752-3355 at least two (2) days in advance so that arrangements may be made.

A handwritten signature in black ink, appearing to read "Jason Pengelly", is written over a horizontal line.

Jason Pengelly, City Manager

TEL 775.752.3355

FAX 775.752.3419

finance@cityofwellsnv.com

MAILING P.O. BOX 366 • WELLS, NEVADA 89835 PHYSICAL 525 6TH STREET • WELLS, NEVADA 89835

The City of Wells is an equal opportunity employer

**AGENDA
REGULAR MEETING
CITY OF WELLS BOARD OF COUNCIL
TUESDAY, AUGUST 8, 2023 7:00 P.M.
COUNCIL CHAMBERS, WELLS CITY HALL
525 SIXTH STREET WELLS, NEVADA**

*Breaks and Recess Actions shall be called for at the pleasure of the Board
rather than by agenda schedule.*

Pursuant to N.R.S. 241.020, 6, notice is hereby given that items on the agenda may be taken out of order, that the Board may combine two or more agenda items for consideration, and that the Board may remove an item from the agenda or delay discussion relating to an item on the agenda any time and if the agenda is not completed, to recess the meeting and continue on another specified date and time.

Pursuant to N.R.S. 241.020, 7, any restriction on comments by the general public must be reasonable and may be restricted to the time, place and manner of the comments, but may not restrict comments based on viewpoint.
Citizens will be allowed to make public comment during each agenda item as well as at the formal Citizens to Address the Board of Councilmen agenda item at the beginning of the meeting.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of minutes of previous meeting(s) **FOR POSSIBLE ACTION**

DELEGATION:

5. Citizens to address the Council

Pursuant to N.R.S. 241.020,2 (e) (3), this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item

OLD BUSINESS

6. Report from Elko County Sheriffs Office on application for Brothel License for David Armstrong to purchase Bella's Hacienda Ranch. **FOR DISCUSSION ONLY**

NEW BUSINESS

7. Better City presentation to update the Board of Council. **FOR DISCUSSION ONLY**
8. Discussion to receive CDBG grant application ideas for the upcoming grant cycle to be submitted to CDBG for eligibility approval. **FOR DISCUSSION ONLY**
9. Discussion and possible action to approve a **PROCLAMATION DECLARING THE MONTH OF SEPTEMBER AS CHILDHOOD CANCER AWARENESS MONTH.**
FOR POSSIBLE ACTION
10. Discussion and possible action to advertise for proposals for the airport consultants. **FOR POSSIBLE ACTION.**

11. Claims Committee Report and possible action to approve financial statement.
FOR POSSIBLE ACTION

12. Councilmen's Report

This time is devoted to comments by Board members for general information or update Purposes and may include reports of involvement in liaison actives/meetings with matter raised under this item of the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.

13. Staff reports

This time is devoted to comments by city Staff for general information or updates purpose. No action maybe taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on a successive agenda and identified to be action item

14. Citizens to address the Council

Pursuant to N.R.S. 241.020,2 (c) (3), this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matters raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.

15. Adjournment

**MINUTES OF WELLS CITY COUNCIL
MEETING OF JULY 25, 2023**

CALL TO ORDER

Date: Tuesday, July 25, 2023
Time: 7:00 P.M.
Place: Council Chambers, Wells City Hall
525 Sixth Street Wells, Nevada
Type of Meeting: Regular Meeting of City of Wells Board of Councilmen
Presiding Officer: Gary Pollock, Mayor

ROLL CALL

Present: Gary Pollock, Mayor
Jonathan Goolsby, Vice-Mayor
CR Beth Savedra, Councilwoman

Absent: Laura Moore-DelRio, Councilwoman
Chris Micheli, Councilman

Quorum: Yes

Staff Present: Jason Pengelly, City Manager
Tony Prado, Public Works
Glen Shamblin, Public Works Supervisor
Patti Zander, Deputy Clerk

PLEDGE OF ALLEGIANCE

Mayor Pollock led everyone in the Pledge of Allegiance.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Savedra made a motion to approve the meeting minutes dated July 11, 2023. Goolsby provided the second and motion passed unanimously.

CITIZENS TO ADDRESS THE COUNCIL

There were none.

**DISCUSSION AND POSSIBLE ACTION TO APPROVE FINAL CONTRACT
WITH INTERMOUNTAIN HEALTH FOR HEALTHCARE SERVICES FOR
THE CITY OF WELLS**

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Pengelly stated he sent the contract to everyone yesterday to review. The copy everyone had was the final draft with no changes since the last review. Pollock added that he sees nothing of concern to the city in the contract. Savedra commented that everything they talked about during their presentation is in the contract. Goolsby made a motion to approve the final contract with Intermountain Health for healthcare services for the City of Wells. Savedra provided the second and motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION 23-15, RESOLUTION FINDING IT IN THE BEST INTEREST OF THE PUBLIC TO LEASE CITY OWNED REAL PROPERTY WITHOUT OFFERING THE PROPERTY FOR SALE TO THE PUBLIC AND FOR LESS THAN FAIR MARKET VALUE

Pengelly stated per NRS, anytime a city building is leased or rented, a resolution is needed to approve the transaction. This is for the medical center for IHC to lease the building for \$1 a year. Savedra made a motion to approve Resolution 23-15, a resolution finding it in the best interest of the public to lease city owned real property without offering the property for sale to the public and for less than fair market value. Goolsby provided the second and motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE DEBT MANAGEMENT INDEBTEDNESS REPORT AND FIVE-YEAR CAPITAL IMPROVEMENT PLAN

Pengelly stated this report is something that is done every year. Pengelly reported the city has not taken on any new debt. Pengelly reviewed the debt that the city currently has in the amount of \$554,217 which includes the 2008 water bond, X-ray machine and excavator. Goolsby made a motion to approve the debt management indebtedness report and five-year capital improvement plan. Savedra provided the second and motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION 23-14, RESOLUTION REQUESTING THE TRANSFER OF CERTAIN LANDS IN THE CITY BY ACT OF CONGRESS

Pengelly stated the county passed this resolution and is sending a letter to Amodei's office to try to push for federal lands to be given, transferred or at a cheaper cost to cities and counties. Pengelly wants to attach a letter to the county's and send it to Amodei's office. A map will be included of the land the city would like to get that will include 1,000 acres to extend the heavy industrial park and the airport. County Manager Amanda Osborne thinks this may help speed up the process. Trying to get anything from the BLM is a long process. Mayor Pollock read the resolution. Goolsby made a motion to approve Resolution 23-14, a resolution requesting the transfer of certain lands in the city by act of congress. Savedra provided the second and motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE OR DENY SPECIAL LIQUOR LICENSE FOR WELLS VOLUNTEER FIRE DEPARTMENT FOR WELLS FUN RUN JULY 28TH – 30TH

This is something that is done every year for the fire department and helps with the purchase of equipment. Goolsby made a motion to approve the liquor license for the Wells Volunteer Fire Department for the Wells Fun Run July 28th – 30th. Savedra provided the second and motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE OR DENY SPECIAL LIQUOR LICENSE FOR WELLS JR. RODEO FOR AUGUST 5TH – 6TH

This is also something that is done every year and there has never been an issue. Savedra added it helps get people into town. Pollock stated it is a good cause. Savedra made a motion to approve the special liquor license for the Wells Jr. Rodeo for August 5th-6th. Goolsby provided the second and motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE CITY MANAGER, JASON PENGELLY, TO SIGN NEVADA AGING AND DISABILITY SERVICES DIVISION CONGREGATE AND HOME DELIVERED GRANT APPLICATIONS

Pengelly began that this is funding for the senior center. More was requested this year due to how much the cost of everything has gone up. Goolsby made a motion to authorize city manager, Jason Pengelly, to sign Nevada Aging and Disability Services Division Congregate and home delivered grant applications. Savedra provided the second and motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE OR DENY PROPOSED BOUNDARY LINE ADJUSTMENT SUBMITTED BY HIGH DESERT ENGINEERING FOR CLAY AND LORI FITCH, APN #002-740-013

Pengelly began that where Clay Fitch currently lives, Dan Kessler was the first one to build a house at that location and put up a fence and trees. When Veronica Stevens bought the property next door, it was surveyed and her property extended over the fence ten feet onto what Fitch thought was his property. Stevens is selling Fitch that ten feet so a line adjustment is needed so Fitch can keep the fence and trees. Goolsby made a motion to approve the proposed boundary line adjustment submitted by High Desert Engineering for Clay and Lori Fitch, APN #002-740-013. Savedra provided the second and motion passed unanimously.

CLAIMS COMMITTEE REPORT: ACTION TO APPROVE FINANCIAL STATEMENTS

Goolsby made a motion to approve Warrant Register dated July 12, 2023 in the amount of \$27,331.21. Savedra provided the second and motion passed unanimously. Goolsby

made a motion to approve the Warrant Register dated July 17, 2023 to July 25, 2023 in the amount of \$99,898.19. Savedra provided the second and motion passed unanimously.

COUNCILMEN'S REPORTS

Savedra attended the capital improvement meeting for the school district who had already decided what to spend the money on. Most of the funding will go to Owyhee to help with the new school that is needed. There will not be another meeting until October. Savedra has asked for a new school as well as the track being redone.

The NNRDA meeting was cancelled and the next one will be September 15th. NNRDA will have a new program called On Target Nevada. NNRDA will present a forum to every municipality and allow a representative from the municipality to speak for five minutes about what your city has to offer to bring in new businesses. Savedra hasn't seen people cleaning up their yards as much as they have this year. There are still quite a few that need cleaned up but thinks Pengelly has made a lot of headway in contacting people. Savedra thinks people have become complacent on how important the IHC contract was. Healthcare in Wells is important and wanted to thank city staff for sticking with it and getting it done. Savedra also wanted to thank public works for all their hard work and Savedra loves the Bumble fountain at the park.

Goalsby will not be at the next meeting. Goalsby also wanted to thank the city staff for everything and how good the golf course looks.

Pollock mentioned car show will be this weekend. The fountain from Bumblenation will be able to be used this weekend. Public Works worked hard to get it installed before the car show. It is very much appreciated.

STAFF REPORTS

Pengelly began that WC3 came out last week to do a three hour walk through the new Maverik with Pengelly and Nance. The final inspection was done with only a few little things that need attention. A temporary C of O was given to the Maverik to start operating and hope to be fully operational by August 1st.

Pengelly met with MGM Construction who will be redoing the medical center. MGM is hoping to start rebuilding in the next week or two and will have to coordinate with IHC to get their cat 6 line installed before insulation and sheetrock is put in. This process could take six to eight weeks.

National Night Out is Tuesday, August 1, 2023 at the city park for the whole community. Several things will be going on.

Pengelly also wanted to thank all the city staff. Everyone is busy and public works is understaffed. Weeds have been mowed three times and more has been spent this year to control the weeds. Complaints have been received on city property right after it has been

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mowed and is very frustrating and unacceptable. People are very negative and should be thankful things get done. There is more to do than cut weeds. There are potholes to fill and water breaks among other things. Goolsby added they are doing the best they can. It is hot, are understaffed and overworked. Goolsby thinks they are doing a great job and doesn't care what other people say because he sees them out working. Pengelly stated it is hard when people ask what you do all day. Pengelly stated a man came with a new product on a trailer. A crew from Jackpot came down and a product demonstration was being done on Starr Avenue and someone stopped and asked why they were all standing around. People drive around and assume things when all they need to do is ask.

CITIZENS TO ADDRESS THE COUNCIL

Yvonne Stuart asked if sewer problems in the alley could be addressed and maybe have that be a suggestion for a CDBG grant. Stuart added there are quite a few alleys that have problems and Stuart was asked to suggest that for a grant idea. Pengelly did say the new senior center is the main focus this next go around. Stuart inquired about a rumor regarding the old senior center and NGM giving \$250 for the exchange. Pengelly stated there was no agreement or promise that they had to give us any money for the old senior center to become part of the resource center. Stuart asked if it was still up in the air and Pengelly said yes. Pollock added he was not sure what rumors Stuart was referring to but added that the intent of the council is that if the resource center wants to use that building for a pre-school, the city would accommodate them in that regard. It has nothing to do with the grant application with NGM. It would be good to help the old and the young at the same time and was the intent of the council when that decision was made. Stuart asked regarding the loans on the capital improvement plan, if the loans were interest based. Pengelly stated they were interest based. Stuart asked if the interest was low, and Pengelly stated they are USDA loans and the interest is usually lower. Stuart stated if she remembered correctly, one of the loans was for water meters and that is the forever running loan. Pengelly confirmed it was for water meters to be installed in the City of Wells. Meters usually only last ten years and this is a forty-year loan.

Kathy Quinn thanked the city and utility workers, especially Jason because no matter how busy he is, he will meet with you. Quinn asked who was responsible for the conduct of the city police officers. Pollock asked if she was referring to the sheriff's department. Quinn stated the city cops. Pollock stated they are deputies with the Elko County Sheriffs Department. Quinn asked if she needed to talk to Aitor and was told yes.

ADJOURNMENT

The meeting adjourned at 7:41 p.m.

GARY POLLOCK, Mayor

ATTEST:

SAMANTHA NANCE, City Clerk

PROCLAMATION DECLARING SEPTEMBER CHILDHOOD CANCER AWARENESS MONTH

WHEREAS more children are lost to cancer in the U.S. than any other disease

WHEREAS, before they turn 20, about 1 in 263 children in the U.S. will have cancer;
and

WHEREAS, Worldwide, a child is diagnosed every 2 minutes.; and

WHEREAS, Due to increased awareness and continuing research 90 percent of children will survive a cancer diagnosis; and

WHEREAS, in northern Nevada approximately 135 children each year are fighting cancer and are in active treatment; and

WHEREAS, in 20 years the Northern Nevada Children's Cancer Foundation (NNCCF) has provided more than \$7 million dollars in direct financial assistance to local families to ease the tremendous emotional and financial burden on the family; and

WHEREAS the international symbol of cancer is the gold ribbon; and

WHEREAS, Northern Nevada has embraced the fight of these brave children and provided support and assistance to families burdened with this horrible disease; and

WHEREAS NNCCF is committed to raising awareness of childhood cancer in northern Nevada during the month of September and throughout the year.

NOW, THEREFORE, I, Gary Pollock, Mayor of Wells, Nevada do hereby proclaim, September, as:

CHILDHOOD CANCER AWARENESS MONTH

Signed this _____ day of August, 2023

GARY POLLOCK, Mayor

ATTEST:

SAMANTHA NANCE, City Clerk

CITY OF WELLS, NEVADA

REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE FOR AIRPORT ENGINEERING SERVICES FOR THE WELLS MUNICIPAL AIRPORT

I. INTRODUCTION

The City of Wells, Nevada (SPONSOR) is soliciting qualification-based sealed Statements of Qualifications for the selection of a principal airport consultant to provide Engineering Services for the Wells Municipal Airport. Submittals will be accepted until 4:00 p.m., on Tuesday, September 12, 2023 in the offices of:

JASON PENGELLY
CITY OF WELLS
P.O. BOX 366
WELLS, NV 89835
775-752-3355

The SPONSOR plans to award a five-year contract for airport engineering services subject to review on an annual basis for any and all engineering projects subject to federal assistance under the Airport and Airway Improvement Act of 1982, as amended, or other sources of funding.

The contract will be for basic airport engineering consulting services as defined herein. The SPONSOR reserves the right to inquire into the prospective proposer's ability to provide professional services, as defined below. The SPONSOR also reserves the right to amend the Schedule of Projects and contract Scope of Work at the sole discretion of the SPONSOR on behalf of the AIRPORT. Our selection process is intended to be in compliance with FAA Advisory Circular AC-150/5100-14D, *"Architectural Engineering and Planning Consultant Services for Airport Grant Projects."*

II. BACKGROUND

The AIRPORT is a general aviation airport located approximately 1 mile north east of the downtown Wells. The SPONSOR is seeking to implement improvements to accommodate existing and future aviation demand.

III. SCOPE OF WORK

Contemplated projects under this contract may include any of the following projects:

- A. All Airfield Pavement Preservation including Joint Seal and Apron Rehabilitation
- B. Weather Station
- C. Parallel Taxiway Design
- D. Snow Removal Equipment
- E. Taxiway Construction

All projects are dependent upon Federal Airport Improvement Program (AIP) funding, state funding, and approval from the SPONSOR. Therefore, it shall be understood that some services related to the above listed projects may be deleted or modified. The SPONSOR reserves the right to initiate additional services not included in initial procurement.

IV. CONTRACT LIMITATIONS

- A. All parties competing for the work are advised that the work may be accomplished over the course of several grant projects.
- B. All parties are advised that some of the services listed may not be required and that the SPONSOR reserves the right to initiate additional procurement actions for any of the services included in the initial procurement.
- C. The services are limited to those projects which are expected to be initiated within five years of the date the contract is signed by the consultant.
- D. Do not include any information regarding your fee structure with your proposal. The negotiations of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time services are needed. A cost analysis shall be performed for each of these negotiations. If a price cannot be agreed upon between the SPONSOR and the selected firm, negotiations may be terminated and a new procurement action initiated.

V. SELECTION PROCESS

The selection process will be in strict accordance with Federal Aviation Advisory Circular 150/5100-14E, *“Architectural, Engineering and Planning Consultant Services for Airport Grant Projects”*, and 49CFR Part 18. Fees will be negotiated for projects on a task order basis as grants are obtained. Cost or fee information is not to be submitted with this proposal.

The contract issued to the successful consultant is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Participation). DBE firms are encouraged to participate.

VI. CONTENTS OF STATEMENT OF QUALIFICATIONS

- A. Statements of Qualifications must be no more than **30** pages, exclusive of cover letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:
 - 1. A cover letter.
 - 2. A general description of the firm, including company organizational structure, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by FAA AIP grants.
 - 3. Identification and organization of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.

4. A narrative statement detailing the firm's understanding of the requirements of the SPONSOR, and the capability to perform all or most aspects of the engineering projects proposed. Discuss familiarity, knowledge, and understanding of the region.
 5. A representative list of previous clients and representative project comparable to the proposed engineering projects listed above. Include contact person, airport, projects(s), and phone numbers.
- B. All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter into a contract with the SPONSOR.
- C. The SPONSOR invites firms to submit Statements of Qualifications to perform the above-described services. Interested firms should submit seven (7) copies of the Statement of Qualifications no later than Tuesday, September 12, 2023 at 4:00 p.m. to:
- JASON PENGELLY
CITY OF WELLS
P.O. BOX 366
WELLS, NV 89835
775-752-3355
- D. Any submittal received after the identified date and time will be returned unopened.
- E. All packages must be submitted in a sealed envelope and clearly marked on the outside: **"STATEMENT OF QUALIFICATIONS FOR AIRPORT ENGINEERING SERVICES"**.
- F. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

VII. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service, email, or fax, to Mr. Jason Pengelly, Airport Manager, referencing this request. Written requests must be received a minimum of five (7) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by Mr. Pengelly in the form of an addendum addressed to all prospective respondents.

Direct contact with City elected officials, or City staff (with the exception of the Airport Manager) during the selection process, except when and in the manner expressly authorized by the Request for Statement of Qualification documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

VIII. SELECTION

Selection criteria contained in FAA Advisory Circular 150/5100-14D Chapter 2, will be applied in the selection process. A short list will be developed from submittals received. If a decision cannot be made based on written materials, Consultants on the short list may be asked to attend an interview prior to final selection.

It is the intent of the SPONSOR to enter into a contract with the most qualified firm no later than October 1, 2023. The consulting firm most qualified to perform engineering services for the contemplated projects will be selected, and consulting fees for each project will be negotiated in accordance with FAA policies and procedures.

A schedule of fees will be negotiated with the selected consultant for the services to be performed under the initial FAA or other grant(s). Subsequent fees will be negotiated on a task order basis as additional grants are obtained.