



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, January 9, 2024, 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

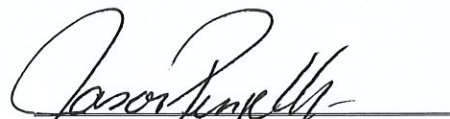
Supporting materials for this meeting may be reviewed at the office of the City Clerk, Wells City Hall, 525 Sixth Street, Wells, Nevada.

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.


Jason Pengelly, City Manager

TEL 775.752.3355

FAX 775.752.3419

finance@cityofwellsnv.com

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The City of Wells is an equal opportunity employer

**AGENDA
REGULAR MEETING
CITY OF WELLS BOARD OF COUNCIL
TUESDAY, JANUARY 9, 2024 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 (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 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

NEW BUSINESS:

6. Better City presentation to update Board of Council. **FOR DISCUSSION ONLY**
7. Discussion and possible action to approve Corrective Action Plan from findings of the 2022-2023 Audit Report and authorize staff to submit to the Nevada Department of Taxation. **FOR POSSIBLE ACTION**
8. Discussion and possible action to approve plat map submitted by High Desert Engineering for parcel numbers 002-554-008 and 002-554-010, David Comeau Family Trust. **FOR POSSIBLE ACTION**
9. Discussion and possible action to approve or deny special liquor license for Wells Municipal Swimming Pool for events on January 20, 2024 and February 10th, 2024. **FOR POSSIBLE ACTION**
10. Claims Committee Report and possible action to approve financial statement. **FOR POSSIBLE ACTION**

11. 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.

12. Staff reports

This time is devoted to comments by city Staff for general information or updates purpose. No action may be 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.

13. 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 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.

14. Adjournment

**MINUTES OF WELLS CITY COUNCIL
MEETING OF DECEMBER 12, 2023**

CALL TO ORDER

Date: Tuesday, December 12, 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
Chris Micheli, Councilman
CR Beth Savedra, Councilwoman

Absent: John Goolsby, Vice-Mayor
Laura Moore-DelRio, Councilwoman

Quorum: Yes

Staff Present: Samantha Nance, City Clerk
Jason Pengelly, City Manager
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 November 28, 2023.
Micheli provided the second and the motion passed unanimously.

CITIZENS TO ADDRESS THE COUNCIL

There were none.

**DISCUSSION AND POSSIBLE ACTION TO APPROVE PARCEL MAP
SUBMITTED BY HIGH DESERT ENGINEERING FOR DENNIS AND JACQUE
FENDER COMBINING LOTS 4 AND 5 OF BLOCK V, SKYLINE TERRACE NO.
2 FOR PARCEL NUMBERS 002-637-005 AND 002-637-006**

Pengelly stated that there was a map in the packet showing the two lots. The one lot has the house on it. The other lot next to the house was purchased and dry scaped. Fenders would like to combine the parcels to make one large parcel. This property is for sale and is contingent on the lots being combined. Micheli stated this property looks very nice. Micheli made a motion to approve the parcel map submitted by High Desert Engineering for Dennis and Jacque Fender combining lots 4 and 5 of Block V, Skyline Terrace No. 2 for parcel numbers 002-637-005 and 002-637-006. Savedra provided the second and the motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO IDENTIFY PROJECTS ELIGIBLE FOR UPCOMING CDBG CYCLE AND DIRECT STAFF TO DRAFT GRANT APPLICATION(S)

Pollock stated completing the new senior center is his number one priority for a grant. Micheli agreed it needs to be done. Pollock stated a previous grant for the Shoshone project delayed using that grant cycle for the senior center and it is so close to being completed. Pollock thinks the focus should be on completing the new senior center then move on to other projects. Pengelly added that the city would ask for \$300,000 combined with the other \$150,000 from NGM should hopefully be enough to complete the senior center. These figures are all based on the original bid from MGM from two years ago. Hopefully the costs have not gone up from the original bid. CDBG is invested in this project. Savedra made a motion for the senior center to be the priority for the upcoming CDBG grant cycle and direct staff to draft grant applications. Micheli provided the second and the motion passed unanimously.

CLAIMS COMMITTEE REPORT: ACTION TO APPROVE FINANCIAL STATEMENTS

Savedra made a motion to approve the Warrant Register dated November 30, 2023 through December 12, 2023 in the amount of \$198,109.68. Micheli provided the second and the motion passed unanimously. Savedra made a motion to approve the check register dated November 1, 2023 through November 30, 2023 in the amount of \$30,624.65. Micheli provided the second and the motion passed unanimously.

COUNCILMEN'S REPORTS

Savedra thanked Pengelly for getting the streetlights fixed that she had asked him about. The school is trying to start a new PTO at the high school and needs more participation. There is not much school spirit and the hope is to get people out to participate. Officers have not been elected yet. Their next meeting will be at the high school library on January 22, 2024 at 4 p.m.

Micheli announced that he is already planning for the car show for next year which will be July 26 – 28, 2024.

Pollock mentioned the city party that is scheduled to be December 28, 2023 at Betasos starting at 5:30 p.m. with dinner at 6 p.m. The city hasn't had an employee Christmas party in some time. Pollock wished everyone a Merry Christmas and Happy New Year.

STAFF REPORTS

Nance stated the Christmas Parade of lights will be December 21, 2023 and Santa will be at the Buckaroo Boutique from 4 to 6 p.m. The Sip & Splash will be at the pool on Saturday at 10 a.m. Financial disclosures are due January 15, 2024.

Pengelly stated that he, Nance and Savedra attended an NNRDA meeting that had a matrix listing goals of the different cities. Some of the previous goals were unrealistic. There are now more realistic goals on the matrix with goal number one getting a company here that will get people here. If the city can get the company here, housing will come. The third goal was infrastructure South of I-80 then trade schools and developing the RDA. These are more achievable goals than the previous goals.

Pengelly attended a meeting with the Board of History and museums. At this meeting, the city's application recommending the El Rancho be on the National Historic Registry was approved to be sent to Washington, DC. This will give the city more funding to get the project completed to turn the El Rancho into a community center.

The notice to proceed was received from Aging and Disability for appliances for the new senior center. Nance ordered new kitchen equipment in the amount of \$49,000.

Pengelly will be off next week and Nance the week after.

Savedra mentioned the Elko County REC board is having a meeting on December 14th at 10 a.m. that neither DelRio nor Savedra can attend and was hoping someone in the office might be able to sit in on that meeting. Nance and Pengelly will be in Wendover at the Nevada Gold Mine Meeting and will be unable to attend.

Pollock stated the evaluations of Nance and Pengelly are complete.

Pengelly stated that animal control may be over this week to deal with a problem on Ninth Street with dogs chasing people. Pengelly had the Sheriff Department there today talking to people whose dogs are causing an issue.

Pengelly provided a copy of a letter signed by Keven Hall to give authorization to certain staff members to enforce code. Pollock wants to discuss this further with Pengelly. Hall must give authorization to certain people to enforce the code. The legal part is still being worked on by legal counsel.

CITIZENS TO ADDRESS THE COUNCIL

There were none.

Minutes of Wells City Council
Meeting of December 12, 2023

ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

GARY POLLOCK, Mayor

ATTEST:

SAMANTHA NANCE, City Clerk



Agenda Item # 7

Date of Meeting 1-9-24

January 9, 2024

Keri Gransbery
Budget Analyst
Department of Taxation
1550 College Pkwy, Suite 115
Carson City, NV 89706-7937

RE: Corrective Action Plan

Dear Ms. Gransberry:

Please find the following response for corrective actions for the City of Wells, 2022 Financial Statements and Audit Findings:

1. Unrecorded Contract Retainage:

As stated in the audit, the City will perform detailed reviews of all financial statements and fund trial balances throughout the year to ensure that all transactions have been appropriately recorded. At year end, retainage was not recorded and adjusted for construction work being done at the airport. This was a clerical error and was missed by staff, it will be more closely monitored at year end.

2. Unrecorded due from other Governments:

As stated in the audit, the City will perform detailed reviews of all financial statements and fund trial balances throughout the year to ensure that all transactions have been appropriately recorded. As mentioned above, retainage was not recorded at year end. In addition, due from other governments for the retainage amount was not recorded properly. This was a clerical error and was missed by staff, it will be more closely monitored at year end.

3. Unrecorded due from other Governments:

As stated in the audit, the City will perform detailed reviews of all financial statements and fund trial balances throughout the year to ensure that all transactions have been appropriately recorded. Infrastructure tax revenue was not recorded at year end. This tax revenue is always received awhile after year end, and it was simply missed when entered into our accounting system. It will be more closely monitored in the coming year.

4. Inventory was overstated and expenses understated:

As stated in the audit, the City will perform detailed reviews of all financial statements and fund trial balances throughout the year to ensure that all transactions have been appropriately recorded. With the American Rescue Funding the City was able to purchase all new remote

TEL 775.752.3355 FAX 775.752.3419 wellscityhall@frontier.com

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water meters to replace existing water meters. Some were able to be installed throughout the year while others were sitting in inventory, this caused a clerical error in overstating inventory and understating expenses associated with these meters. It has been corrected and the remaining meters in inventory should be installed throughout the remainder of the new fiscal year so this will be recorded properly at year end.

5. Golf Course Tournament Revenue not properly recorded:

As stated in the audit, the City will perform detailed reviews of all financial statements and fund trial balances throughout the year to ensure that all transactions have been appropriately recorded. During the audit it was found that tournament revenue was not being recorded properly as a payable to the pro shop. The golf pro and finance director will work together throughout the year to make sure these are recorded properly going forward.

6. Required SF-425s not submitted:

During the single audit it was discovered that the City of Wells did not submit annual SF-425s in accordance with the FAA grant program requirements. Controls will be enhanced going forward to ensure submission of these documents are met.

7. Expenditures exceeded those budgeted:

As stated in the audit, the City will continue to monitor expenditures in the 2024 fiscal year to help prevent excess expenditures. In addition, the City will budget for greater expenses as costs continue to escalate. The Judicial Fund overspent budgeted expenditures by \$18 due to an increase in employee benefits. This will be more closely calculated for in the upcoming budget in efforts to avoid this going forward.

Hopefully, this response will serve to assure the Department of Taxation that the City of Wells is aware of fiscal responsibilities for the future.

Sincerely,

Samantha Nance
Wells City Clerk

Mayor

Council

Council

Council



Agenda Item #8

Date of Meeting 1-9-24

Date: December 13, 2023

PUBLIC AGENDA REQUEST FORM

DATE TO SPEAK:

01/09/2023

NAME:

David Comeau

ADDRESS:

639 5th St.

PHONE NUMBER:

801-688-4350

E-MAIL ADDRESS:

dc4247@fastmail.com

Brief description of topic to be discussed:

I would like to combine my 2 parcels at 625 5th st. and 639 5th st. into one.

Signature

David Comeau

Please return to:

Samantha Nance, City Clerk

City of Wells

P.O. Box 366, 525 Sixth Street

Wells, NV 89835

Ph: (775) 752-3355

Fax: (775) 752-3419

E-mail address: finance@cityofwellsnv.com

TEL 775.752.3355 FAX 775.752.3419 wells-cityhall@frontier.com

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OWNERS CERTIFICATE

I, the undersigned, being duly sworn, depose and say that the within and foregoing plat of subdivision of land is a true and correct copy of the original plat as shown to me by the said surveyor, and that the same was prepared by him in accordance with the laws of the State of Nevada, and that the same was filed for record in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923, and that the same was duly recorded in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923, and that the same is a true and correct copy of the original plat as shown to me by the said surveyor, and that the same was prepared by him in accordance with the laws of the State of Nevada, and that the same was filed for record in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923, and that the same was duly recorded in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923.

BY DAVID COMEAU, TRUSTEE DATE _____

STATE OF NEVADA
COUNTY OF ELKO

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE _____ DAY OF _____ 1923, BY DAVID COMEAU, TRUSTEE OF THE DAVID COMEAU FAMILY TRUST.

REMARKS

SURVEYOR'S CERTIFICATE

I, ROBERT E. MORLEY, a Professional Land Surveyor Licensed in the State of Nevada, do hereby certify that the within and foregoing plat of subdivision of land is a true and correct copy of the original plat as shown to me by the said owner, and that the same was prepared by me in accordance with the laws of the State of Nevada, and that the same was filed for record in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923, and that the same was duly recorded in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923.



ROBERT E. MORLEY, P.L.S. 1883

APPROVAL - CITY OF WELLS
PLANNING AND ZONING COMMISSION

I, _____, Mayor of the City of Wells, Nevada, do hereby certify that the within and foregoing plat of subdivision of land is a true and correct copy of the original plat as shown to me by the said owner, and that the same was prepared by him in accordance with the laws of the State of Nevada, and that the same was filed for record in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923, and that the same was duly recorded in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923.

APPROVAL - CITY OF WELLS
BOARD OF CONDEMNATION

I, _____, Mayor of the City of Wells, Nevada, do hereby certify that the within and foregoing plat of subdivision of land is a true and correct copy of the original plat as shown to me by the said owner, and that the same was prepared by him in accordance with the laws of the State of Nevada, and that the same was filed for record in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923, and that the same was duly recorded in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923.

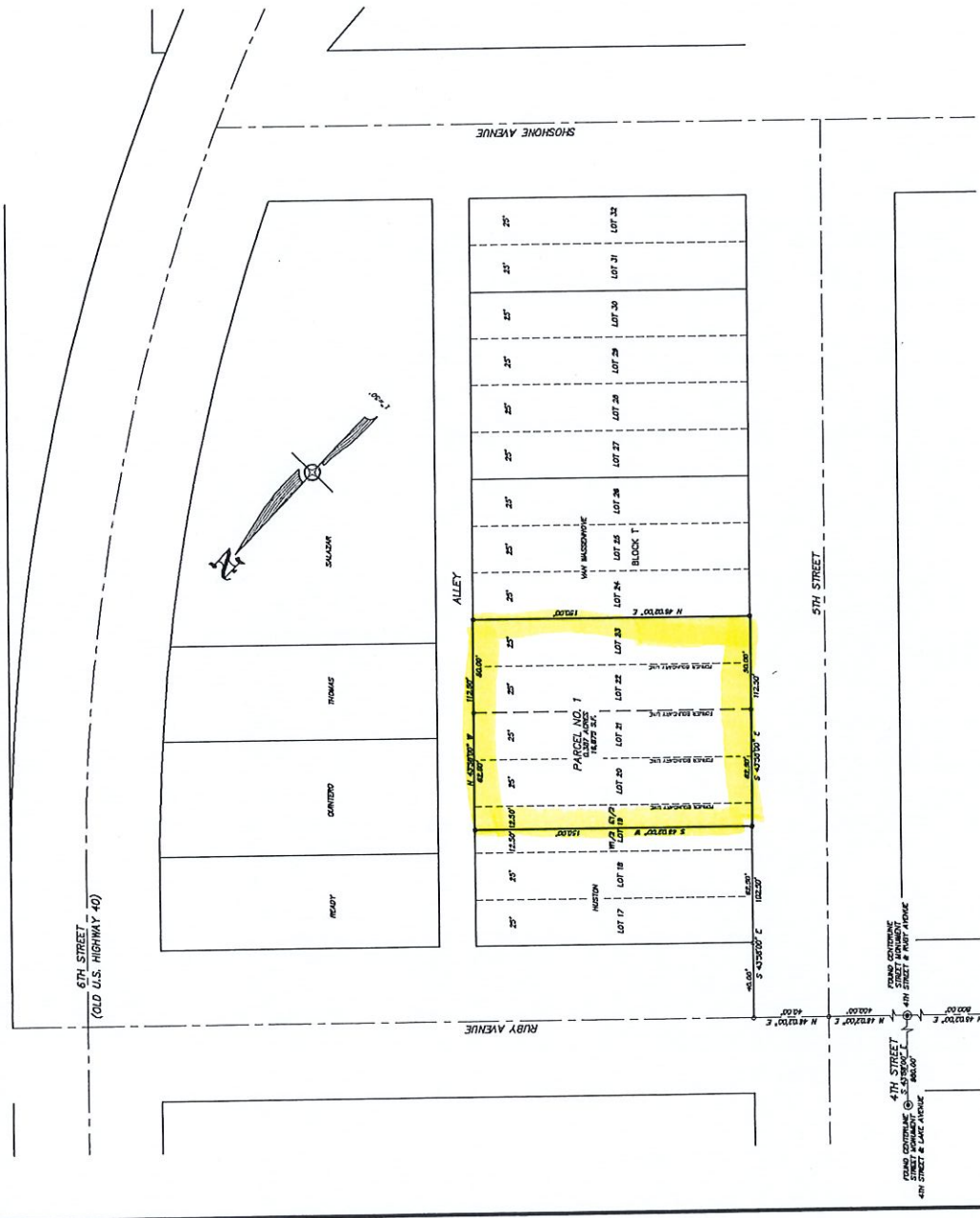
APPROVAL - PUBLIC UTILITIES
THE PUBLIC UTILITY ENTERPRISES, AS DESIGNATED HEREON, ARE APPROVED BY THE RESPECTIVE UTILITIES EXCEPTING BELOW.

APPROVED BY _____ DATE _____

APPROVED BY _____ DATE _____

APPROVED BY _____ DATE _____

APPROVED BY _____ DATE _____



FLING DATA

FILE NO. _____
DATE _____
TIME _____

COUNTY ASSESSOR'S CERTIFICATE

I, _____, County Assessor of Elko County, Nevada, do hereby certify that the within and foregoing plat of subdivision of land is a true and correct copy of the original plat as shown to me by the said owner, and that the same was prepared by him in accordance with the laws of the State of Nevada, and that the same was filed for record in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923, and that the same was duly recorded in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923.

COUNTY TREASURER'S CERTIFICATE

I, _____, County Treasurer of Elko County, Nevada, do hereby certify that the within and foregoing plat of subdivision of land is a true and correct copy of the original plat as shown to me by the said owner, and that the same was prepared by him in accordance with the laws of the State of Nevada, and that the same was filed for record in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923, and that the same was duly recorded in the office of the County Recorder of Elko County, Nevada, on this 10th day of December, 1923.

NOTES:

- 1) THE TOTAL SUBDIVIDED AREA OF THIS MAP EQUALS 9.387 ACRES.
- 2) THE TOTAL AREA OF THIS MAP IS 9.387 ACRES.
- 3) IN ADDITION TO ANY EASEMENTS, RIGHTS, OR INTERESTS WHICH MAY BE SET OFF BY THIS MAP, THE SURVEYOR HAS SPECIALLY EXAMINED THE SITE AND HAS MADE A SUFFICIENT EXAMINATION OF THE RECORDS OF THE COUNTY RECORDER AND THE COUNTY ENGINEER AND UTILITY COMPANIES ALONG THE SITE AND HAS FOUND NO OTHER EASEMENTS, RIGHTS, OR INTERESTS WHICH SHOULD BE SET OFF BY THIS MAP.
- 4) SEE N.E.S. 274-422. THIS MAP BEINGS AND SIMULTANEOUSLY RECORDED IN THE OFFICE OF THE COUNTY RECORDER, ELKO, NEVADA, FILE NO. 10893.

223068

HIGH DESERT ENGINEERING, INC.
640 RADIO STREET
ELKO, NEVADA 89801
(702) 738-4622

PARCEL MAP FOR DAVID COMEAU FAMILY TRUST IN SECTION 10, T.37 N., R.62 E., M.D.B. & M. CITY OF WELLS, NEVADA

APPLICATION FOR LIQUOR LICENSE

Date of Meeting 1-9-24

January 4th, 2024

TO THE HONORABLE BOARD OF COUNCILMEN OF THE CITY OF WELLS, COUNTY OF ELKO, STATE OF NEVADA

STATE OF Nevada)
COUNTY OF Elko)

Pursuant to Title 3, Chapter 3 of Wells City Code, the undersigned, being first duly sworn, deposes and says:

That I do hereby apply for a

Retail (Bar) Packaged (For consumption off-premise, i.e. Grocery Store) Wholesale X Special Events
(Check type of license)

Liquor License at 715 1st Street in the City of Wells,
(Street Address)

such business to begin on the 20th/10th day of January/February, 2024, that I, hereby state that no business has been carried on at said place by the undersigned without having first obtained a license do to so, and that I hereby promise that if said license be granted, I shall and will comply with all the ordinances of the said City of Wells now in effect, or which may be hereafter enacted for the control and regulation of such business, and this promise and covenant shall be deemed once of the considerations passing to the City of Wells for the granting of such license.

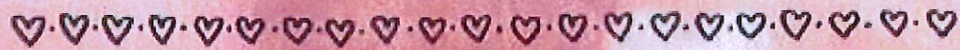
[Signature]
Applicant

Subscribed and sworn to before me this 4th day of January, 2024.

[Signature]
City Clerk or Notary Public

Approved and granted by the Board of Councilmen this
day of , 20.

City Clerk



Wells Swimming Pool

SPLASH SIP 'N' SNACK

Aquasize workout followed by
appetizers and a specialty drink!

2 Events!

Saturday, January 20th at 10AM
Saturday, February 10th at 10AM



Must be 21 years of age or older to attend.