

CARLIN CITY COUNCIL  
CITY OF CARLIN, STATE OF NEVADA  
REGULAR MEETING  
CARLIN CITY HALL  
101 SOUTH EIGHTH STREET  
CARLIN, NEVADA  
January 23, 2013 7:00 p.m.

**Call to Order and Roll Call:**

Mayor Cliff Eklund called the meeting of the City Council to order at 7:00 p.m.

Council Members Present: Mayor Cliff Eklund  
Vice Mayor Donnetta Skinner  
Councilperson Bob DeMars  
Councilperson Jay Duke  
Councilperson Steve Feasel

Absent:

1. Administrative Staff: City Manager Glenn Trust, Assistant City Clerk Diana Nichols, Chief of Police William Bauer
2. Present: Lincoln Litchfield, Lloyd Myers, George Kleeb, Winnie Dowling, Hanna Fetters, Jaime Pichardo, Roger Anderson, Rick Anderson

**Pledge of Allegiance**

*Mayor Cliff Eklund introduced two members of the Carlin High School Government Class:  
Jamie Pichardo and Hanna Fetters.*

**I. Review, discussion and possible approval of the Corrective Action Plan in response to Auditor's Note to the Financial Statements Number 2 and Finding 12-01, and all related matters. (Possible Action Item)**

1. City Manager Glenn Trust explained this is a standard response from the City to the Auditor's Notes, reading: *General Fund/Culture and Recreation: Expenditures for the new Carlin Library were budgeted over two fiscal years, 2012 and 2013. During the construction season, the contractor moved more quickly than anticipated and amounts due became payable in the 2012 fiscal year. This should be offset by reduced library construction costs in 2013 fiscal year.* He explained that they could only spend what they had budgeted in the 2012 year. He read: *We will try to track construction progress on projects that are spread over multiple years and ensure that expenses stay within the project budget for the current fiscal year.* He explained the second item is not a major issue because the administrative assessments are the funds sent to the state, reading: *Administrative Assessment / Public Safety: Payments of required court assessments to the county and state slightly exceeded budgeted expenditures, \$131. We will try to do a better job of anticipating and calculating the anticipated Administrative Assessment fees to be paid. Capital Projects/General Government: The City Administration building underwent renovations that exceeded the amount budgeted for fiscal year 2012. It had been anticipated that the additional renovation expenses would be delayed until the 2013 fiscal year, however the need to get staff into their office space required us to move forward in 2012.* He stated he knew they were going to be over-budgeted, but it was during the summer and consequently they spent the money in 2012 rather than over a 2-year period as planned. He read: *There were sufficient excess resources to cover this expense; however, I failed to account for the additional expense in the Budget Augmentation submitted in June 2012. We will ensure that budget augmentations account for such unforeseen expenses.* He stated he forgot to do this and apologized. He then read: *An apparent violation of NRS 354.6118 occurred when the City expended grant funds prior to*

*requesting reimbursement. This resulted in deficit cash balances, in effect an interfund loan from the General Fund without the required public hearing and formal approval of loan terms.* He explained that he paid some invoices for reimbursement and the money was not received as expected and he suggested he could have sent the invoice a little earlier. He did report that the money was received. He then read: *The City Council held a Public Hearing and approved Resolution 2012-16, A RESOLUTION BY THE CARLIN CITY COUNCIL APPROVING CERTAIN INTERFUND LOANS AND ESTABLISHING THE TERM, CONDITIONS AND METHOD OF REPAYMENT OF SUCH INTERFUND LOANS. THEREFORE, BE IT RESOLVED, that this resolution, approved at a public hearing of the City Council authorizes the City Manager, City Clerk or other designated financial administrator to make temporary interfund loans from the City's General Fund to other governmental funds in order to pay expenses that will be reimbursed through grants or other revenue sources to those funds.* He read the conditions: 1.The minimum balance of unrestricted funds in the City's General Fund must be at least an amount equal to seventy-five percent (75%) of the previous fiscal year's expenditures of unrestricted funds from City's General Fund and no interfund loan may take the General Fund balance below that level, thus ensuring the sufficiency of funds and economic viability of the General Fund. 2. Interfund loans may not extend beyond ninety (90) days from the time the loan is made. 3.When expense reimbursements are received they must be immediately transferred to the General Fund as payment for the interfund loan. 4.No interest will be charged for interfund loans. 5. The Nevada Department of Taxation will be notified annually of interfund loans and repayment of those loans. 6.The conditions of this resolution to be effective upon adoption by the City Council.

2. Councilperson Jay Duke commented on the Auditor's results in pointing out these items to the City for correction.
3. **Councilperson Steve Feasel moved for approval of the Corrective Action Plan in response to Auditor's Note to the Financial Statements Number 2 and Finding 12-01, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried.**

**II. Review and possible approval of Resolution 2013 – 01, a resolution stating the intent of the Carlin City Council to annex BLM lands adjacent to the City for the purpose of acquiring the land and offering it for sale and development for the economic benefit of the City of Carlin, and all related matters. (Possible Action Item)**

1. Mayor Cliff Eklund stated this is in conjunction with the proposal by Rep. Mark Amodei of the Carlin Lands Bill that would allow them to purchase BLM land at market value for development. He noted the and City Manager Glenn Trust met with Megan Brown, who works for Amodei, who felt the Resolution would help get the bill passed in Washington. He stated there are 1400 acres being made available to the City of Carlin should a developer or business wish to move to Carlin with the City acting as intermediary. He noted the land would be sold to the City and the purchase made from the City and gives Carlin an opportunity for expansion. He stated there have been proposals to expand the city limits of Carlin, which would come to the Council within a year or so.
2. City Manager Glenn Trust stated that less than half of the land is within the City Limits and the rest are outside. He discussed the annexation opportunities.
3. Mayor Cliff Eklund stated there is a process in place for Carlin to purchase land from the BLM, which takes more than a year to do so, so this bill passage would shorten up the process to just a transfer from BLM to the City to the developer.
4. Councilperson Jay Duke inquired about the percentage of acreage bordering the east City Limits.
5. City Manager Glenn Trust stated it is slightly over half.
6. Discussion was held on the entire property on the map.

7. Councilperson Bob DeMars inquired about the timeframe.
8. Mayor Cliff Eklund stated it could be a little more than a year or more.
9. City Manager Glenn Trust stated the drawback would be getting it through the Senate this year. He noted it might be separate or put with other bills.
10. Mayor Cliff Eklund explained the City does not have a lot of land available and this would make a big difference to Carlin's growth.
11. Councilperson Steve Feasel inquired about the zoning.
12. City Manager Glenn Trust stated that would be determined at the time of purchase.
13. Lincoln Litchfield discussed the Resolution in conformance with the map.
14. Howard Wright discussed the school land.
15. Mayor Cliff Eklund stated the school currently has land, but not enough. He noted there are no plans for school expansion.
16. **Councilperson Jay Duke moved for approval of Resolution 2013 – 01, a resolution stating the intent of the Carlin City Council to annex BLM lands adjacent to the City for the purpose of acquiring the land and offering it for sale and development for the economic benefit of the City of Carlin, and all related matters. Vice Mayor Donnetta Skinner seconded the motion. The motion carried.**

III. **Discussion and possible approval of a request from George Kleeb from the Small Business Development Center, Great Basin College, for funding from the City to be spread over the current fiscal year and then budgeted in the next fiscal year, and all related matters. (Possible Action Item)**

1. Mayor Cliff Eklund reported the County Commission awarded a one-time donation of \$2,500, noting the request from George Kleeb was to equal the amount the City of Elko gave, which was \$15,000.
2. George Kleeb confirmed the receipt of the \$2,500 from the Elko County Commission and \$5,000 from the City of West Wendover, \$5,000 from the City of Wells and \$15,000 from the City of Elko. He reported that he realized after meeting last time with the Council that the request for \$5,000 was large for Carlin and he is interested in collaboration and serve the citizens. He stated whatever Carlin feels is acceptable would be fine. He noted the average counseling session per client in the Elko office is 3.07 hours and the service could be over two (2) years.
3. Mayor Cliff Eklund inquired how many Carlin people have sought their service and the benefit to the City.
4. George Kleeb stated there were 8 hours in 2012 and there was one business started that he helped. He stated he works under the principles of confidentiality, but he knows that from 2005 there have been 35 people seen. He stated it is about 4 people a year.
5. Mayor Cliff Eklund inquired how many of the 35 have existing businesses today.
6. George Kleeb stated he does not know the community well enough, but does know that two (2) of them are. He explained they get his help by calling the Chamber of Commerce or by looking on the websites or SBA. He noted because of the budget cuts, they do not have a budget for the Nevada Small Business Center, "It is literally word of mouth". He noted that people walk into the library and can receive help. He introduced Winnie Dowling, Deputy Director of the Small Business Development Center.
7. Winnie Dowling stated she is at the SBDC at the University of Nevada, Reno, which has been there since 1985 and funded with SBA funds primarily. She noted since that beginning they have put over \$1 million into Elko County. She state one of the requirements in starting a business is to have a plan, which is a main reason people go to Mr. Kleeb for assistance with a financial package. She stated they have never asked the cities or counties for matching funds, but Winnemucca and Humboldt County have been providing match for 15 years for a similar person there. She stated this is not a "donation", but an "investment" into small businesses. She explained the SBDC wants to create, save or get financial backing to

- increase businesses and jobs. She noted they would not turn Carlin businesses away if it weren't funded, but if they did, Mr. Kleeb would visit the community regularly and try to help the businesses to establish a better presence in the community.
8. Mayor Cliff Eklund stated Carlin has less than 10% of the population of Elko and to be asked for 30% match was not reasonable. He noted they have a tight budget.
  9. Winnie Dowling stated they had requested \$5,000 from the other communities and if Carlin cannot commit that much, it is understandable. She stated they want Mr. Kleeb as an ongoing presence in the County
  10. George Kleeb stated he saw his first Carlin Client in March 2012.
  11. Councilperson Bob DeMars stated he did not see the benefit to Carlin at the previous meeting and was concerned about the expenditure.
  12. George Kleeb stated he would not ask for outside funds until the SBA funds were depleted each year.
  13. Councilperson Jay Duke inquired if they have tried to liaison with the Governor's office or the economic development entities.
  14. Winnie Dowling stated they are working closely with them. She noted they had written a grant to get CDBG monies and they are collaborating on another one that is high-tech small business innovation research proposals related to the professors at the universities. She stated they try to align their work with the state.
  15. Councilperson Jay Duke inquired the governor's office is aware that they are currently asking for funds in the county area.
  16. George Kleeb stated the governor's office provided funds to have a small business school office in Wells.
  17. Councilperson Jay Duke stated he sees some value, as Carlin should be growing in the next few years and they would want to attract businesses. He noted that at this time, Carlin has not seen any value in having these services and they would like to see a business plan from Mr. Kleeb addressing Carlin's concerns.
  18. Winnie Dowling stated they determined the best way to achieve success was to have Mr. Kleeb regularly visit the communities on specific days for appointments. She stated that would be their proposal to Carlin, but they are asking for a chance to come to the community and get some interest going.
  19. Councilperson Steve Feasel stated he understands that the individuals can get assistance with paperwork and questions, but are not directed to a specific location by the SBDC. He stated Carlin cannot afford a large investment, but suggested they might consider a one-time donation of \$1,000.
  20. Vice Mayor Donnetta Skinner stated Carlin is landlocked at present, but there have been a few businesses that have started up without anyone's help. She stated she is not "sure if this would profit Carlin". She noted she had called one of the people who met with Mr. Kleeb about a local business. She stated she agreed with Councilperson Steve Feasel about giving a one-time donation of \$1,000, but is not sure about paying for it every year.
  21. City Manager Glenn Trust stated from a numbers standpoint, the 33% being asked does not make sense with a smaller population.
  22. Councilperson Jay Duke stated he sees why West Wendover and Wells with their upcoming growth is interested in this, but Carlin does not have the same scenario. He stated he has been through the business plan process and feels it is important to people when they are starting. He agreed with Councilperson Steve Feasel.
  23. City Manager Glenn Trust suggested SBDC should have a plan and presentation to give to Carlin Council if they are going to request funds, showing all the things they plan to do and how it would benefit the city. He stated he would not ask for funds without having this. He stated that could then be put into the budget process. He noted they really need a detailed plan of commitment to the City as to what they are going to provide and the City could then determine their commitment through that information.

24. Vice Mayor Donnetta Skinner agreed.
25. City Manager Glenn Trust noted the one-time donation would be out of the 2012-13 year and if they were to provide a plan to the Council, a determination for further funds could be made at a later date to include it in the budget.
26. George Kleeb could not confirm that he would know what funds would be available until October after the federal government funds were distributed.
27. Lincoln Litchfield inquired how many times since 1985 has someone visited Carlin to talk to the citizens.
28. Winnie Dowling explained the previous person was Julie Emerson, who had health issues and could not travel and when she retired, they appointed Mr. Kleeb who visits the areas. She thinks that there were no visits.
29. Lincoln Litchfield stated it is a “dangerous proposition to donate money and hope that someone comes to Carlin for this”, based on previous experience.
30. **Councilperson Bob DeMars moved for approval of a request for a one-time donation of \$1,000 in the 2012-13 year to the Small Business Development Center, Great Basin College, and possibly budget funds in the 2013-14 after approval of a presentation by George Kleeb by the Council, and all related matters. Councilperson Steve Feasel seconded the motion. The motion carried.**
31. Winnie Dowling stated they would “make them proud and report their findings to them”. She thanked the Council.

**IV. City Council department and responsibilities appointments by Mayor Eklund, and all related matters. (Possible Action Item)**

1. Mayor Cliff Eklund explained that he is required by City Charter to make appointments to departments and as members of various committees. Mayor Cliff Eklund: Administration, Carlin Equestrian Park Committee, Elko County Fair and Recreation Board, Nevada League of Cities, Pool & Pact; Vice Mayor Donnetta Skinner: Carlin Cemetery. Carlin Equestrian Park Committee, Carlin Park and Recreation Board, Carlin Senior Center; Councilperson Bob DeMars: Carlin Planning Commission, Elko Chamber of Commerce, Public Works (Water and Sewer), Regional Transportation Commission; Councilperson Jay Duke: Carlin Park and Recreation Board, Elko County Chamber of Commerce, Northeastern Nevada Regional Development Authority (NNRDA) – Alternate, Public Safety (Police); Councilperson Steve Feasel: Carlin Planning Commission, Northeastern Nevada Regional Development Authority (NNRDA) - Primary, Public Safety (Fire), Regional Transportation Commission – Alternate.
2. Mayor Cliff Eklund reported that he was voted in as Vice President of the Regional Transportation Commission and Councilperson Bob DeMars was then made the primary Commission delegate.
3. No action was taken.

**V. Review, discussion and possible approval of the Financial Report for the period ending December 31, 2012, and all related matters. (Possible Action Item)**

1. City Manager Glenn Trust reported on Page 1, Ad Valorem taxes are currently ahead, noting in February there will be another large amount and then will taper off for the rest of the year. He noted they are doing well on the Consolidated tax after six (6) months having \$997,098. He stated Page 2, Sale of Fixed Assets of \$301,000 from Red Corps. has been received and in addition they put the \$430,000 performance guarantee into the City Attorney’s Trust Account. He stated some of the other line items may be under or over budget presently, but all “are pretty much all on track”. He stated on Page 7, Miscellaneous is the refund to Denis Floge for the property they now own, which is far offset by the \$250,000 the City received.
2. Mayor Cliff Eklund reported on the refund for a repossession.
3. City Manager Glenn Trust stated there is one (1) final parcel that the title is not clear for Brian Knowles and it will come before the Council in the near future. He stated Page 11

Equestrian Funds, is the lighting project at the Equestrian Park and money was budgeted and paid for in the 2012 year, however it “bled” over into this fiscal year. He stated since they did not spend it in the previous budget year, it carries over to the next budget. He noted the revenues were higher for the Equestrian Park netting over \$50,000, which exceeded their expectations.

4. Mayor Cliff Eklund explained that the City, in the past, held Goals and Objective meetings and that was the beginning of the Equestrian Park.
5. Discussion was held on Page 16, Utility Fund Water sales.
6. **Vice Mayor Donnetta Skinner moved for approval of the Financial Report for the period ending December 31, 2012, and all related matters. Councilperson Steve Feasel seconded the motion. The motion carried.**

**VI. Review of the SR 766 development project update from Marion Hose, AMH Properties/TICO Construction, and all related matters. (Non-Action Item)**

1. Mayor Cliff Eklund stated there was a press release, reporting that a tentative starting date is 45-60 days and they are in the process of completing the engineering work, topographical map is finished. He noted the project would start with the Travel Center and they will move on to the Casino/Hotel, 600 apartments, as well as 600 multifamily residences. He noted the project’s estimated cost is between \$150 and 175 million.
2. Discussion was held on water and temporary power.
3. Mayor Cliff Eklund stated they are also talking about some high-level chain stores coming to Carlin. He stated a stack of letters of intent were shown to City Manager Glenn Trust, Vice Mayor Donnetta Skinner and him. Mayor Cliff Eklund explained the process for the development and the percentages of possible fines contingent to their development.

**VII. Review and possible approval of the minutes for the regular meeting of the Carlin City Council on December 12, 2012, and all related matters. (Possible Action Item)**

1. Mayor Cliff Eklund stated that Councilperson Jay Duke and Councilperson Bob DeMars will have to abstain.
2. **Vice Mayor Donnetta Skinner moved for approval of the minutes for the regular meeting of the Carlin City Council on December 12, 2012, and all related matters. Councilperson Steve Feasel seconded the motion. The motion carried with the above abstentions.**

**VIII. Review, discussion and possible approval of payments for the period 01/10/2013 to 01/23/2013 and all related matters. (Possible Action Item)**

1. **Vice Mayor Donnetta Skinner moved for approval of payments for the period 01/10/2013 to 01/23/2013 and all related matters. Councilperson Jay Duke seconded the motion. The motion carried unanimously.**

**IX. City Council Members Report. (Non-Action Item)**

1. Councilperson Jay Duke had no report.
2. Councilperson Bob DeMars had no report.
3. Councilperson Steve Feasel had no report.
4. Vice Mayor Donnetta Skinner stated the Senior Center was inspected by the state last week and received 100% rating. She noted the cemetery is closed due to weather.
5. Mayor Cliff Eklund reported he would be attending a school meeting Thursday and Friday where they will unveil their bullying policy and on the 28<sup>th</sup> they would be opening it up to the general public. He stated other Council members could attend the two-day meeting. He stated on February 11 tentative arrangements have been made for the Government Class to go to Carson City and sit with the Assemblymen. He noted the Legislative meeting will be held February 13 and February 12, there is a debt management meeting for Elko County.

6. Chief Bauer reported the Police Department will have to replace two officers, John Gunter, who is now in Reno, and Matt Slover has been offered a position with the Elko County Sheriff's Department. He stated there would be an advertisement in the newspaper on Friday and applications will be accepted through February 15. He also reported that the office of Justice Assistance called him two weeks ago and reported they had extra money and asked if he wanted a grant. He stated they are looking at getting digital video equipment systems for the cars. He reported they put in for a grant of \$16,500 for in-car video and still cameras. He stated they were contacted on Monday and the grants have been awarded, which is good news for Carlin. He noted the money has to be spent before April 1, 2013. He stated the radios are on track currently too.

**X. City Clerk's Report (Non-Action Item)**

1. City Clerk LaDawn Lawson had no report.

**XI. City Manager's Report (Non-Action Item)**

1. City Manager Glenn Trust had no report.

**XII. Comments by the General Public: Pursuant to NRS 241.020(2C) this time is devoted to comments by the general public and discussion to those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda and identified as an action item. (Non-Action Item)**

- XIII.** 1. None.

**XIV. Adjournment. (Action Item)**

Vice Mayor Donnetta Skinner moved for adjournment with Councilperson Jay Duke seconding the motion. The motion carried. The meeting was adjourned at 8:45 p.m.

**APPROVED:**

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**MAYOR CLIFF EKLUND**

**ATTEST:**

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**ASSISTANT CITY CLERK DIANA NICHOLS**