

CARLIN CITY COUNCIL  
CITY OF CARLIN, STATE OF NEVADA  
REGULAR MEETING  
CARLIN CITY HALL  
101 SOUTH EIGHTH STREET  
CARLIN, NEVADA  
February 27, 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 Steve Feasel  
Councilperson Bob DeMars  
Councilperson Jay Duke

Absent:

1. Administrative Staff: City Manager Glenn Trust, City Clerk LaDawn Lawson, Chief of Police William Bauer, Public Works Director Carlos Esparza
2. Present: Rose Gift, Karla Jones

**Pledge of Allegiance**

**I. Discussion and possible approval of the reappointment of Glenn Trust as City Manager for the City of Carlin, and all related matters. (Possible Action Item)**

1. Mayor Cliff Eklund reported that City Manager Glenn Trust has done a good job and has been a good employee, as well as excellent budget manager. He stated he has been an asset to the City.
2. Councilperson Bob DeMars agreed.
3. Vice Mayor Donnetta Skinner concurred he is good with the budget.
4. Councilperson Jay Duke inquired about his term of service.
5. City Manager Glenn Trust stated, "Five years".
6. **Councilperson Steve Feasel moved for approval of the reappointment of Glenn Trust as City Manager for the City of Carlin, and all related matters. Vice Mayor Donnetta Skinner seconded the motion. The motion carried unanimously.**

**II. Discussion and possible approval of an adjustment to the City Manager's contracted compensation, and all related matters. (Possible Action Item)**

1. Mayor Cliff Eklund stated although there has been "talk of a car", City Manager Glenn Trust has not requested it nor is it on the agenda. He noted the Council has given City Manager Glenn Trust a 3.5% raise annually to coincide with step raises of other managerial positions. He noted he suggested that City Manager Glenn Trust give them figures up to a 5% raise for discussion. He noted 3.5% would be \$2,582.15; 4% \$2,951.03, 4.5% 3,319.91, and 5% \$3,688.79.
2. Councilperson Bob DeMars stated he would agree to 3.5% - 4% and no more with the City budget constraints.
3. Councilperson Jay Duke inquired about the previous increases and performance evaluations.
4. City Clerk LaDawn Lawson stated the evaluation was performed in November.
5. Mayor Cliff Eklund stated the range is 0 to 5 and City Manager Glenn Trust had about 4 rating average.

6. Councilperson Jay Duke stated his agreement with a 4% increase, nothing less.
7. Councilperson Steve Feasel stated there is not an annual step increase for his position and he definitely agrees there should be, noting he agrees with Councilperson Bob DeMars and Councilperson Jay Duke.
8. Vice Mayor Donnetta Skinner suggested the increase should be 3.5% to adhere to the rest of the employees.
9. Mayor Cliff Eklund stated three members favor a 3% and one 3.5%.
10. Councilperson Jay Duke stated City Manager Glenn Trust does all the scheduling for all the budget meetings, puts the budget together and does all of the general ledger and all of the accounting in its entirety in that process. He inquired if he has some help.
11. City Manager Glenn Trust replied, “not really”, noting that the City Clerk handles the accounts payable and the payroll. He stated he prepares the budget and putting it together is a collaborative effort with all the department heads, but in the end, he does the work.
12. Councilperson Jay Duke stated there is no disrespect for other employees, but there seems to be a higher level of accountability for the City Manager. He noted he is deserving of at least 4%.
13. Mayor Cliff Eklund reported Wells and Carlin have the lowest paid City Managers in the State and since he came on, they have reversed the financial situation from barely having enough money to buy gas for the road grader to putting in water and sewer into the Industrial Park and paying cash for it. He noted everything they do is paid by cash and there is a cash reserve for any emergency. He noted that alone qualifies a pay raise and agrees with the 4%.
14. **Councilperson Jay Duke moved for approval of a 4% adjustment to the City Manager’s contracted compensation, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried with three voting in favor, one against and Mayor Cliff Eklund voting in favor.**

**III. Review, discussion and possible approval of the City of Carlin’s financial report for the period July 1, 2012 through January 31, 2013, and all related matters. (Possible Action Item)**

1. City Manager Glenn Trust stated, “When we prepared the agenda last week, the accounting software was down and I had to use the numbers from the prior report. I was able to get the latest numbers and the server is up, so you have the latest numbers in front of you now”. He stated the format is different than he normally gives out, but this is a more complete picture for the newer members. He stated the first page is an accounting of all the cash the City has currently, noting it includes everything. He explained the government funds include the General Fund, etc., and one Enterprise Fund, the utility fund, and explained government funds have separate set of accounting rules. He stated every fund has to balance at the end of the year cannot carry over. He noted a “minus” is good, as the actual revenue. He explained the funds. He explained the General Fund Balance Sheet, noting the assets and liabilities.
2. Karla Jones discussed debts with the ambulance and the time frame for collection, noting that collection agency keeps half of the funds received.
3. Discussion was held on uncollected and bad debts.
4. Vice Mayor Donnetta Skinner stated these collections have increased since Karla Jones has been working with it.
5. Mayor Cliff Eklund agreed she has done a good job.
6. City Manager Glenn Trust stated this discussion revolves around the accounting for the City.
7. City Clerk LaDawn Lawson stated there are special circumstances when a bill will never be paid, such as a deceased person.
8. City Manager Glenn Trust stated the ratio will always fluctuate each year.
9. Councilperson Jay Duke inquired if the ambulance is a break-even proposition.
10. City Manager Glenn Trust discussed all the costs associated with the ambulance and the volunteer department. He reported the Department Heads have done an excellent job in

managing their budgets and the City has sold land this year. He discussed the liabilities, in particular the library grant, 457 fund and the Workers Compensation funds. He stated the Grant Fund is currently in the red and explained a transfer will be made at the end of the year.

11. Councilperson Jay Duke requested a more detailed explanation of the grants.
12. City Manager Glenn Trust provided a detailed account. He discussed the Fixed/Capital Assets of the City and the value after depreciation, explaining that many of the assets are fully depreciated and have no value. He noted they do not include anything under a \$1,500 value. He discussed the report, Expenditures in Comparison to the Budget, noting they had an opening fund balance of \$3,303,590.34 and budgeted \$2,540,534.00, which allows additional resources of \$706,056.00. He stated this is not to be spent, but to keep saving for emergencies. He stated the Ad Valorem is tracking where they budgeted. He stated the building permits have increased dramatically, as they only budget \$20,000, which allows them to augment if they need to. He stated Elko County consolidated tax is down by 1.5% in the past month, noting the fuel and gaming taxes stay relatively the same. He discussed rules regarding Other Financing Sources. He discussed the Total General Fund Expenditures and the Net Revenue. He also explained the fund numbering system. He reported the Utility Fund has \$1,555,835.55 cash and the accounts receivable have been running at about \$84,000 billed every month. He noted the capital assets are part of the balance sheet and are all included in the total \$4,704,180.00. He explained the employees who are paid through the Utility Fund. He discussed the Meter Fund. He noted the Utility Fund is within budget and it has been increasing each year. He stated the Wells-style earthquake in Carlin would evaporate within months, so this is a safeguard to maintain a reserve in the Utility fund.
13. Mayor Cliff Eklund stated as a point of information that the insurance company did not pay for the water and sewer in Wells because it was underground.
14. City Manager Glenn Trust stated this would be a reimbursement in any event.
15. **Vice Mayor Donnetta Skinner moved for approval of the City of Carlin's financial report for the period July 1, 2012 through January 31, 2013, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried unanimously.**

**IV. Review, discussion and possible approval of the minutes for the Regular Meetings of the Carlin City Council on January 9, 2013, and all related matters. (Action Item)**

1. **Vice Mayor Donnetta Skinner moved for approval of minutes for the Regular Meetings of the Carlin City Council on January 9, 2013, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried unanimously.**

**V. Review, discussion and possible approval of payments for the period 02/14/2013 to 02/27/2013, and all related matters. (Possible Action Item)**

1. **Vice Mayor Donnetta Skinner moved for approval of payments for the period 02/14/2013 to 02/27/2013, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried unanimously.**

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

1. Councilperson Jay Duke inquired if Council Reports were necessary every two (2) weeks.
2. Mayor Cliff Eklund stated it is required in the City Code to inform the public of what the Council is doing.
3. Chief Bill Bauer reported he has a new car, a 2004 Mercury Marquis. He stated they are officially seeking employees for two positions and will be testing on Saturday, noting they have 20 applications. He stated none of them are certified, so they would not have them on board until Christmas. He reported on Shane Diaz.
4. Councilperson Jay Duke stated the Police Department does a great job in growing its employees.

5. Councilperson Steve Feasel reported he attended the Northeast Nevada Steering Forward Program and he has included a printout of the information for the members. He noted they invited certain industry sectors to attend and discussed the challenges, opportunities and actions. He particularly noted that government regulations are hampering the success of each sector. He noted there are plans for additional meetings to find solutions and is put together by Pam Borda.
6. Councilperson Bob DeMars stated he knows of a business that is becoming an eyesore and a nice new business went in across the street.
7. Councilperson Jay Duke inquired if it has been addressed by the business or the landlord.
8. Chief Bauer replied that the business owner has been notified and the Police Department, Building Department and Fire Department are meeting with the business owner to resolve the issue.
9. Councilperson Bob DeMars stated, "It is an ugly situation I am sure".
10. City Clerk LaDawn Lawson stated it is for the repair of ATVs and snow machines.
11. Councilperson Bob DeMars stated there are a lot of abandoned vehicles there now.
12. City Manager Glenn Trust stated there is an ordinance for abandoned vehicles.
13. Rose Gift stated the neighbors are complaining, noting there are people who sleep during the day. She stated there is a lot of drinking when they are working on their cars.
14. Chief Bauer stated he has not heard of people complaining and stated those people have not come to the Police Department with their complaints. To his knowledge the City nor the Police Department has a complaint department at Ace and if they are going to Ace, they should call the police. He stated we need to know these things.
15. Karla Jones discussed there are people who are looking into it.
16. Public Works Director Carlos Esparza stated Fred Montes de Oca rented his lot at on Chestnut Street to a local trucking company.
17. Vice Mayor Donnetta Skinner stated some of the seniors have been ill. She noted the library is receiving good comments and the Park & Recreation Board need volunteers.
18. Councilperson Jay Duke discussed the budgeting for Park & Recreation.
19. Mayor Cliff Eklund reported on trying to get a General Moly warehouse in Carlin. He reported he attended the Legislature and expressed how important it is to stay on top of the proposed sales tax issues, because Southern Nevada is pushing for it. He explained this would be the most anti-business tax for Nevada. He stated they really need to watch it, as the south has higher unemployment and is looking for revenue through increased sales tax. He stated it is a back door way to tax mining. He noted they have to keep up their opposition though the legislators. He noted he was with the government class on Monday in Carson City for a tour and he was proud of them.

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

1. City Clerk LaDawn Lawson had no report.

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

1. City Manager Glenn Trust had no report.

**XI. 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)**

1. None.

**X. Adjournment. (Action Item)**

**Vice Mayor Donnetta Skinner moved for adjournment with Councilperson Steve Feasel seconding the motion. The motion carried. The meeting was adjourned at 8:32 p.m.**

**APPROVED:**

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**MAYOR CLIFF EKLUND**

**ATTEST:**

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**CITY CLERK LADAWN LAWSON**