

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
April 23, 2014, 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 Lincoln Litchfield
Councilperson Bob DeMars
Councilperson Jay Duke

Absent:

1. Administrative Staff: City Manager Glenn Trust, City Clerk LaDawn Lawson, Public Works Director Carlos Esparza, Police Chief Bill Bauer
2. Present: Anna Dean, Mary Winter, Rick Anderson, Roger Anderson, Ed Nash, Kristi Moffett, Jim Moffett, Diana Nichols, Darla Baldwin, Mark Ure, Karla Jones and David Jones

Pledge of Allegiance

I. Discussion and possible approval of a liquor license for Karla Jones, dba the Carlin Volunteer Fire Department, and all related matters. (Possible Action Item)

1. Mayor Cliff Eklund reported this is an annual license they do.
2. **Councilperson Jay Duke moved for approval of a liquor license for Karla Jones, dba the Carlin Volunteer Fire Department, and all related matters. Councilperson Lincoln Litchfield seconded the motion. The motion carried.**

II. Discussion and possible approval of a Temporary Work Space Easement for Paiute Pipeline to construct upgrades to their pipeline lying across City owned property, Assessor Parcel Number 002-210-032, and all related matters. (Possible Action Item)

1. City Manager Glenn Trust stated this was on the development property of 184 acres across the interstate. He noted that Southwest Gas has a pipe running through the land and they are doing upgrades to the pipeline. He noted they need an easement to access the property and it should not exceed 90 days. He stated it is to the City's benefit to have that done.
2. Councilperson Jay Duke inquired if it would affect the groundbreaking in June.
3. City Manager Glenn Trust replied negatively, noting they would have to work around it. He explained they have not purchased this ground.
4. **Councilperson Jay Duke moved for approval of a Temporary Work Space Easement for Paiute Pipeline to construct upgrades to their pipeline lying across City owned property, Assessor Parcel Number 002-210-032, and all related matters. Councilperson Lincoln Litchfield seconded the motion. The motion carried.**

III. Review discussion and direction from the City Council regarding a request to annex approximately 520 acres owned by New Nevada Lands into the City and whether staff should proceed with the annexation, and all related matters. (Possible Action Item)

1. City Manager Glenn Trust explained this company has been engaged for several years in buying up the checkerboard railroad sections that are available for purchase. He stated they have done that across Nevada and currently have 520 acres in Elko County to the west of the city and north of the interstate extending to the Eureka County line. He stated they are

- requesting to be annexed into the City. He stated by statute, they are required to provide all of the city services and this would require a couple of miles of pipeline. He also stated the Carlin Lands Bill for BLM land has been through the House of Representatives and is pending in the U.S. Senate. He has not heard where that stands.
2. Mayor Cliff Eklund stated he talked to Mrs. Brown in Rep. Amodei's office and she was not sure of where it stood in the process now. He noted any additions to the bill would have a negative impact at present. He stated she told him Senators Reid and Heller are supporting the bill.
 3. City Manager Glenn Trust explained the bill will allow the City to purchase the BLM land that is part of the bill and if a company who annexes its land into the City, goes out and sells the land and brings the market value of the land up, the City of Carlin would have to pay more for the BLM land. He stated they do plan to sell the land at some point and they are anticipating the city purchasing land adjacent to it. He stated he told them there would have to be an annexation agreement that basically relieved the City of any obligation to provide any infrastructure services other than public safety and that they would hold their ownership until after the BLM land was purchased by the City of Carlin.
 4. Mayor Cliff Eklund inquired if it would be beneficial to the City to include that 30 acres and bring it all in at the same time.
 5. City Manager Glenn Trust stated he would have to research that.
 6. Councilperson Jay Duke stated they should wait until the lands bill is approved.
 7. Councilperson Bob DeMars discussed the Nevada Lands Company.
 8. City Manager Glenn Trust explained the company to the board and his concern is that they do not do anything until the BLM land is finalized through the bill first.
 9. Discussion was held on the land being contiguous.
 10. City Manager Glenn Trust stated he, Mr. Goicoechea and Mr. Ballew are not opposed to this, but just wanted to find out if the council is in favor of this before they draw up an annexation agreement. He noted Mr. Goicoechea is confident that he could write an annexation agreement that would totally relieve the City of any requirement to extend any current infrastructure out to their location. He noted it would be at their expense only.
 11. Councilperson Bob DeMars stated he would like to have seen some representative at the meeting.
 12. Further discussion was held on the purchase and the price increase if they got the land and sold it.
 13. Karla Jones explained the property they are discussing is the commercial property of the City.
 14. **Vice Mayor Donnetta Skinner moved to table approval of discussion and direction from the City Council regarding a request to annex approximately 520 acres owned by New Nevada Lands to into the City and whether staff should proceed with the annexation until New Nevada Lands provides further information, and all related matters. Councilperson Lincoln Litchfield seconded the motion. The motion carried.**

IV. Review, discussion and possible approval of a revision to the City employment policy 5.2 that increases the accrual for public safety employee who work differing work periods, the increase to be proportional to the actual hours required for them to take vacation, and all related matters. (Possible Action Item)

1. City Manager Glenn Trust reported this had been brought to the city's attention in that they had been unfair in his opinion. He stated a regular employee works a 40-hour work week or 80 hours in the 2-week pay period. He stated they accrue 3.34 hours at a normal rate under five (5) years. He stated the current firefighters work a 90-hour pay period and they do not get overtime and are only accruing the same amount as an 80-hour pay period. He stated the Police Department works an 84-hour pay period and if a police officer takes a week vacation, he has to take 42 hours whereas a regular employee only has to use 40 hours. He noted they are losing more hours out of their accrual than a regular employee is using, so he is proposing they

increase the Police and Fire Department accrual which would make it 4 hours a pay period for police and 3.75 for fire personnel. He stated the maximum accrual stays the same as presented in the personnel policy.

2. **Councilperson Jay Duke moved for approval of a revision to the City employment policy 5.2 that increases the accrual for public safety employee who work differing work periods, the increase to be proportional to the actual hours required for them to take vacation, and all related matters. Councilperson Lincoln Litchfield seconded the motion. The motion carried.**

V. Review, discussion and possible approval of a proposal to establish the position of Administrative Operations Manager 2 to reflect additional job requirements and duties in the Public Works Department, the position to be at Pay Grade 17, and all related matters. (Possible Action Item)

1. Mayor Cliff Eklund reported Items V and VI should be combined as VI depends on Item V being approved.
2. Discussion ensued with Vice Mayor Donnetta Skinner proposing they keep the items separate.
3. City Manager Glenn Trust stated there is a position at Public Works that Mrs. Moffett fills as Operations Manager. He noted Mrs. Moffett took it upon herself to obtain training and has passed the examination for the ICTI to become a certified Permit Technician. He stated it now makes it legal for her to assist Bob Bratcher in the permitting and basic inspections, as well as value the projects. He noted it increased the job description for her and became obvious that they would not always have someone with that certification. He stated there has been a lot of discussion about pay grades.
4. Public Works Director Carlos Esparza explained there have been some issues since Mr. Bratcher came to work in that some people do not want to wait until he is there three days a week and sometimes he is "swamped with inspections". He stated it is a complicated formula to figure out the valuations of the permits. He stated some of the valuations last year were around \$30,000 and even the smallest mistake can cost the City a lot of money. He noted Kristi Moffett took it upon herself to get this certification and fill on the days that Mr. Bratcher is not available.
5. Vice Mayor Donnetta Skinner inquired if the City paid for her classes.
6. Public Works Director Carlos Esparza replied affirmatively. He noted she studied mainly at home for a year.
7. Mayor Cliff Eklund inquired if she was paid while studying.
8. Public Works Director Carlos Esparza replied negatively, noting if there was a slow or rainy day she might fit in some studying at work, which he approved. He noted most of this was done at home. He noted this was basically nonexistent in previous years and they have added a Building Department.
9. Discussion was held on the days of the week that Mr. Bratcher works.
10. Councilperson Jay Duke inquired if Public Works Director Carlos Esparza initiated the ICC testing.
11. Kristi Moffett reported she did this on her own as the "building department was becoming more than it had ever been" and she was interested in what Mr. Bratcher was doing. She explained how she got information from Mr. Bratcher on the Certification program and started discussing it with Public Works Director Carlos Esparza about what it would take. She noted there were five (5) books that she studied pertaining to legal, zoning, administrative and basic international codebook. She noted she wanted to be "more of an asset to the Building Department" on top of her current duties.
12. Councilperson Jay Duke stated he has been studying this himself for different reasons.
13. Councilperson Bob DeMars stated she obviously saw a weakness and moved forward, but if they approve the position and in two (2) years time, they would have to fill the position. He posed the question of how many people would be able to take over this position.

14. Mayor Cliff Eklund stated they would be adding a position, they already have a position 1 and this would be 2.
15. Kristi Moffett stated she would replace all the positions within the Building Department.
16. Councilperson Bob DeMars stated it seems it is “done deal” already and they cannot deny this as she is already doing the job.
17. Vice Mayor Donnetta Skinner stated she is not in favor of this.
18. City Manager Glenn Trust stated Kristi Moffett did not ask for this, Public Works Director Carlos Esparza did. He stated this is a matter of fairness and is the right thing to do.
19. Councilperson Bob DeMars stated he does not disagree, but this position needs to be created.
20. Kristi Moffett explained that certification through the ICC adds professionalism and most department in other cities have a Permit Technician. She stated she could only type up the paperwork before, but now she can issue the permits and assist Mr. Bratcher with calculations, valuations and smaller inspections. She stated having this certification is considered an asset because they get a certified Permit Technician and she will also work the days that Bob Bratcher is not here. She promoted her opinion that this is a needed position within Public Works.
21. Discussion was held on fieldwork, which she can do the smaller jobs.
22. Mayor Cliff Eklund stated he has a concern because they have Karla Jones who goes to a lot of training and Darla Baldwin who does also on a regular basis to get recertified, inquiring if they are now setting a precedent that every time an employee gets more training and skill and higher certification that a raise is going to be inevitable and a new pay grade created for them. He stated they could have 15 pay grades coming to Carlin without prior approval of the Council for the training.
23. Vice Mayor Donnetta Skinner expressed the same concern.
24. Councilperson Jay Duke stated there is value added, met all of the requirements and it is skill-related, “why wouldn’t they”. He detailed what he had done at Newmont. He stated pay grade is not a job description. He stated the comment that “they should have come to the board earlier, the board is behind now”. He stated they should have those things in place to challenge the employees to do better.
25. Vice Mayor Donnetta Skinner inquired why it was not brought to them in the first place.
26. Councilperson Lincoln Litchfield stated he commends Kristi Moffett for doing this. He inquired if they do not create this position, what value is the City losing.
27. City Manager Glenn Trust stated he thinks it is the fairness and he agrees with Public Works Director Carlos Esparza that it is the right thing to do. He noted that Kristi Moffett has not said she would not perform the job if the position was not created.
28. Kristi Moffett stated if they want to put a value on the certification, ICC is an ISO company, an international standard organization and the more professionals a city has taking care of an item, such as both she and Bob Bratcher are now certified and it does good things for the insurance for the City.
29. Vice Mayor Donnetta Skinner inquired when Ms. Moffett is out in the field, who is going to cover the shop.
30. Kristi Moffett stated they do not take that long to do.
31. Councilperson Jay Duke stated they are not creating a position, they are adding a position.
32. Mayor Cliff Eklund stated he has been part of HR procedures and explained “We ARE creating a position, a higher grade position with a level 1 and 2. He stated they are adding a higher position to the existing job. He commended Kristi Moffett and stated it can benefit the city. He stated as long as “we keep the position separate in Level 1 and Level 2, where if we go out to hire someone and they do not have this certificate, we are not locked into this.” He stated it is one position and two grade levels. He stated he is with Vice Mayor Donnetta Skinner in the effect that if they were going to create this job with a second level, he would have liked brought before the Council before the training began.

33. Public Works Director Carlos Esparza disagreed, stated his thought was that an employee that goes above and beyond and does her work within the current job description. He stated he did not think it was fair to force someone to do it. He stated the Building Department is more professional than it was and she had no expectations of this happening. He stated he discussed this with City Manager Glenn Trust and they decided this would be the fair way to handle it. He stated eventually the Building department will become its own and split away from the Public Works.
34. Councilperson Lincoln Litchfield inquired what the financial burden would be to the City.
35. City Manager Glenn Trust stated her position is paid out of the Utility Fund, noting the budget issues are in the General Fund. He stated the grade would be from a 16 to 17, 4-5% or so.
36. Public Works Director Carlos Esparza stated he thought they figured it would be \$.80.
37. Mayor Cliff Eklund inquired what step it would be.
38. Kristi Moffett stated it would be a Grade 17 Step 6. She noted she took a decrease when she moved to Public Works and agreed this raise would benefit her. She stated she has no intention of walking away and stated she is not leaving.
39. Vice Mayor Donnetta Skinner stated this does not have a lot to do with the raise, the part that is “annoying to her is that this was not brought to the Council before it was done as it is two (2) different jobs.
40. Kristi Moffett stated the growth in the Building Department has been tremendous since Bob Bratcher came on two (2) years ago. She stated there is a lot of money coming through there.
41. Vice Mayor Donnetta Skinner inquired if she has been doing permits.
42. Kristi Moffett stated she could only type them up, now she can do everything.
43. Vice Mayor Donnetta Skinner stated they would not need Bob Bratcher so much.
44. Kristi Moffett stated she is not a building inspector. She can do electrical inspections, small electrical use, change of panel, storage shed, grading permits, noting she can take on a lot more responsibility.
45. City Manager Glenn Trust stated he does not agree with the comment that it should have come to the Council first. He stated they were not farsighted enough to realize this until the certification was awarded.
46. Councilperson Bob DeMars stated if Kristi Moffett had come to the council to seek approval for training and taking the test, the Council would have approved her taking it. He stated they were approached after the fact, but he believes the problem is that did not happen, but he commends her and plans to approve it.
47. Karla Jones stated the employees do not come to the Council to take classes. She stated they go to City Manager Glenn Trust and take outside classes, take part of your lunch hour to study if it is going to benefit you job. She stated she does not understand when an employee would come to the Council to take a class. She stated it would benefit the City if they do not have to pay Bob Bratcher for jobs that Kristi Moffett can do. She stated she could ask her for the answers she needs in the code without waiting for Mr. Bratcher. She stated it is a benefit.
48. Mayor Cliff Eklund stated the issue is creating another position.
49. City Manager Glenn Trust stated he should be blamed for that because he did not think of coming to the Council. He stated the pay grade is merited, the position is merited and it is the right thing to do.
50. Councilperson Lincoln Litchfield stated he was present for a previous position for an assistant City Clerk and the Senior Center advisor and it was after the fact of the people qualifying for the state raise requirements.
51. Vice Mayor Donnetta Skinner stated it was not for the Senior Center.
52. Councilperson Lincoln Litchfield stated it was the Court Clerk.
53. City Manager Glenn Trust explained the previous times this was done.
54. Jim Moffett stated the City wants to grow and the city cannot grow if people walk in and there is no one to do it. He stated this would make it grow, because when Bob Bratcher is not here, people could not get a simple permit because she could not do it. He stated they are improving

customer relations within the city. He stated he has been married to her for 36 years and she has never done anything for herself, but to benefit who she works for.

55. Mary Winter stated in moving forward in the future, they might consider new positions with a forward vision.
56. **Councilperson Jay Duke moved to approve approval of a proposal to establish the position of Administrative Operations Manager 2 to reflect additional job requirements and duties in the Public Works Department highlighted in the packet, the position to be at Pay Grade 17, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried with Vice Mayor Donnetta Skinner opposing.**

VI. Review, discussion and possible approval of a proposal to reclassify the current Public Works Administration Operations Manager Level 1, Kristi Moffett, to Level 2 at Pay Grade 17, and all related matters. (Possible Action Item)

1. **Councilperson Bob DeMars moved for approval of a proposal to reclassify the current Public Works Administration Operations Manager Level 1, Kristi Moffett, to Level 2 at Pay Grade 17, and all related matters. Councilperson Jay Duke seconded the motion. The motion carried with Vice Mayor Donnetta Skinner opposed.**

VII. Review and possible approval of the minutes for the regular Meeting of the Carlin City Council on March 12, 2014, and all related matters. (Possible Action Item)

1. **Councilperson Jay Duke moved for approval of the minutes of the regular meeting of the Carlin City Council on March 12, 2014, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried.**

VIII. Review Discussion and possible approval of payments for the period 04/10/2014 to 04/23/2014, and all related matters. (Possible Action Item)

1. Discussion was held on computer upgrades.
2. **Councilperson Lincoln Litchfield moved for approval of payments for the period 04/10/2014 to 04/23/2014, and all related matters. Councilperson Jay Duke seconded the motion. The motion carried.**

IX. City Council Members' Reports.

City Council Members report on issues, concerns and events regarding Public Safety, Public Works, Planning Commission, Parks & Recreation, Senior Center, Cemetery and other matters of interest

(Non-Action Item)

1. Councilperson Lincoln Litchfield reported he was very impressed with the company who is helping them do the Master Plan, as he was originally against the cost of having someone outside do the work. He is very pleased and commended the Planning Commission on all of their due diligence.
2. Councilperson Jay Duke reported he attended the NNRDA meeting where they approved a draft letter to the Congress and Senate opposing the listing of the sage grouse and mine tax. He stated there is a New NV Energy District Manager. He stated LED Lighting in Elko has the potential of being the largest employee of Elko County. He discussed the potential. He stated there is a seminar on May 9 that he passed to City Manager Glenn Trust and City Clerk LaDawn Lawson.
3. Councilperson Bob DeMars reported he spoke to Public Works Director Carlos Esparza about the Huntley matter. He explained the Public Works did grading and it is in the Huntley's court now to finish. He stated Public Works Director Carlos Esparza has done a good job following up on these types of jobs. He noted there would be paving on Chestnut where there is currently an "eyesore". He stated the Carlin Motoplex has expanded and encouraged the members to go up to see the changes and there will be an event on May 9. He noted citizens could attend for

free.

4. Vice Mayor Donnetta Skinner stated she had seen this, and she reported that this is the second time that Public Works Director Carlos Esparza set up this sidewalk and thanked him for doing that. She stated Clean-up Week is May 19-23 and stated several young people have volunteered to help and lunches will be served. She noted that would be a busy week.
5. Kristi Moffett stated there are people volunteering their pickups.
6. Vice Mayor Donnetta Skinner discussed a picnic on Friday for the volunteers and it would be a good to have a barbeque.
7. Councilperson Lincoln Litchfield stated it is discouraging to help a person clean up their yard and next year to see it back in the same shape.
8. Mayor Cliff Eklund stated he is heading to Reno for a POOL/PACT meeting and there is a Spring Fling on Saturday night. He stated City Manager Glenn Trust, Bob Goicoechea, and himself met with Paul Tanguay to negotiate a tentative agreement. He noted they are on track to begin next August.

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 reported has been the Master Plan has been put together and will come to the Council for approval, so the members should look it over in advance. He stated any corrections could be sent to be upgraded. He stated it requires a public hearing by the Planning Commission and formal approval comes when the council has a public hearing to vote on the final version

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)

1. Kristi Moffett reported on the new touches at the park with benches and trash cans as Public Works employees have worked on this.

XIII. Adjournment. (Action Item)

Councilperson Jay Duke moved for adjournment with Councilperson Lincoln Litchfield seconding the motion. The motion carried. The meeting was adjourned at 8:20 p.m.

APPROVED:

CLIFF EKLUND, MAYOR

ATTEST:

CITY CLERK LADAWN LAWSON