

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
SPECIAL MEETING
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
May 15, 2014, 7:00 p.m.

Call to Order and Roll Call:

Mayor Cliff Eklund called the meeting of the City Council to order at 5:00 p.m.

Council Members Present: Mayor Cliff Eklund
Vice Mayor Donnetta Skinner
Councilperson Lincoln Litchfield
Absent: Councilperson Bob DeMars
Councilperson Jay Duke

1. Administrative Staff: City Manager Glenn Trust, City Clerk LaDawn Lawson, Public Works Director Carlos Esparza, Police Chief Bill Bauer
2. Present: Quinten Eklund, Karla Jones, Darla Baldwin

Pledge of Allegiance

I. Discussion regarding the resignation of the City Manager and steps to be taken to fill the open position, and review and possible approval of the City Manager's Position Description, and all related matters. (Possible Action Item)

1. Mayor Cliff Eklund reported the job description is the same that was used for the paper advertisement when Glenn Trust was hired, inquiring if there were any changes that needed to be made.
2. Vice Mayor Donnetta Skinner and Councilperson Lincoln Litchfield stated it was okay as presented.
3. City Manager Glenn Trust provided a proof of the ad.
4. Mayor Cliff Eklund stated they went ahead with a general ad by the committee he called and they decided not to include a wage because the Council had not had an opportunity to discuss the wage. He stated they would change the ad next week.
5. City Manager Glenn Trust stated the ad does not need to be changed as that is expensive, but they need to establish a wage range.
6. Councilperson Lincoln Litchfield stated he agreed with that.
7. Mayor Cliff Eklund stated the 2008 ad showed a salary range of \$58,000 to \$70,000 annually. He asked if that range was adequate. He stated they would retain that amount depending on their experience, depending on municipal or municipal/education and managerial.
8. Councilperson Lincoln Litchfield stated those would be the requirements, because they would not want to look at anyone who does not have managerial experience.
9. Mayor Cliff Eklund stated that they would be looking for municipal experience. He stated they need to act on some of these issues because of the time element. He stated he does not want to be in the position that they are hiring the first person who puts an application in, but rather conduct a thorough research setting a high standard for the position. He stated he would like to do the same that they did when they hired Glenn Trust, and that is to hire an interim City Manager and that person would stay until that person got "his feet on the ground". He noted that Mr. Trust came in voluntarily two (2) weeks early on his own time to get acclimated. He stated he would like approval to seek an interim City Manager to work with City Manager Glenn Trust so they can have a smooth transition. He stated if that person is not the one they hire on a full time basis, they could be employed to assist the City Manager who is hired.

10. City Manager Glenn Trust stated he wants to be excluded from any interview process. He noted the interim manager was a good idea because an interim manager would not intend to stay with the job and if they bring in a candidate for the interim job, they should seek someone who has no longterm aspirations for the job.
11. Mayor Cliff Eklund stated they would be hiring them as an interim and that person decided there might be some longterm aspirations; they could discuss what type of quality job they could do. He noted they need to establish a hiring wage for the interim and he would suggest in the neighborhood of \$4000 - \$5000 per month.
12. Vice Mayor Donnetta Skinner stated they should not go higher than that.
13. Mayor Cliff Eklund inquired if they are interested in an interim manager.
14. Vice Mayor Donnetta Skinner stated she thought it was a good idea.
15. Councilperson Lincoln Litchfield stated he agrees with City Manager Glenn Trust that if they do hire an interim, and the person puts an application in for the job, and they are retained, it could be construed as being favoritism.
16. Vice Mayor Donnetta Skinner stated it is not going to be easy to get someone to come to Carlin.
17. Mayor Cliff Eklund disagreed.
18. Councilperson Lincoln Litchfield stated he just wants to be very careful about who the interim is. He stated they need to hire a manager that is the most qualified.
19. Mayor Cliff Eklund stated even if they have an interim, they continue to search. He stated they are going to do what is best for the community and best for the City. He stated they would have some history on what that person is able to do.
20. Quinton Eklund inquired about the qualifications for an interim and a permanent slot.
21. Mayor Cliff Eklund stated they would have to be the same.
22. Quinton Eklund inquired if that is the case, they could be rolled over into that spot.
23. Mayor Cliff Eklund stated that could be done depending on the qualifications of the other applicants and if they are more suited.
24. Chief Bauer inquired if it would be of value to contact POOL/PACT for their input before they advertise the position. He stated this could be a conflict and could open up a potential challenge form the other candidates. He suggested they contact them so they do this interim legally and not have problems.
25. City Clerk LaDawn Lawson stated that is one of the biggest part of this, that if you may not be picking them because they are in the position, but the perception is that you are.
26. Mayor Cliff Eklund stated if they are going to get someone as an interim that works with City Manager Glenn Trust, they do not have the time to advertise.
27. Vice Mayor Donnetta Skinner asked Public Works Director Carlos Esparza if he wanted to change jobs.
28. City Manager Glenn Trust stated an interim is an excellent idea and thinks that because issues have been raised, if that person has no interest in the job, it would be better. He stated the HR issue is a big one, but the bigger one is that interim person who does not get selected, then that interim person has a lot of access to a lot of information that and creates a security issue.
29. Mayor Cliff Eklund stated he would call POOL/PACT with City Clerk LaDawn Lawson tomorrow.
30. Discussion was held on the availability of the interim that served before.
31. **Councilperson Lincoln Litchfield moved for approval of the search process for an interim City Manager to work with City Manager Glenn Trust who can be hired by the Mayor at a pay rate of \$5,000 a month, and all related matters. Vice Mayor Donnetta Skinner seconded the motion. The motion carried with Mayor Cliff Eklund voting in favor.**
32. **Councilperson Lincoln Litchfield moved for approval of the pay range for the City Manager's Position at a pay rate of \$58,000 to \$70,000 annually, and all related matters. Vice Mayor Donnetta Skinner seconded the motion. The motion carried with Mayor Cliff Eklund voting in favor.**

33. **Councilperson Lincoln Litchfield moved for approval to proceed with the advertising for a City Manager Position with the description as described and discussed, and all related matters. Vice Mayor Donnetta Skinner seconded the motion. The motion carried with Mayor Cliff Eklund voting in favor.**

II. Discussion and possible approval of the pay range for City Manager candidates, and all related matters. (Possible Action Item)

1. Mayor Cliff Eklund stated this item was covered in Item I vote.

III. Review, discussion and possible approval of the employment advertisement for the City Manager position, and all related matters. (Possible Action Item)

1. Mayor Cliff Eklund stated this item was covered in Item I actions.

IV. 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. Quinton Eklund inquired how long the interim would work.
2. Mayor Cliff Eklund stated until they hire a City Manager. He explained the interim position is a position that does not include benefits.
3. Councilperson Lincoln Litchfield inquired how long Lorry Lipparelli worked.
4. Mayor Cliff Eklund stated it was 3 months. He stated when they do the interview process, he would like to include people who are not in Carlin, such as County Manager Rob Stokes, the city manager of Wells, himself and one other Council member, who have knowledge and are good at their jobs. He stated this would eliminate the perception of favoritism and they know the right questions to ask and how the process works. He stated this is a suggestion for the members to consider.
5. Karla Jones suggested who should be on the committee from the Council.
6. Vice Mayor Donnetta Skinner stated she did not want to have Elko people on it.
7. Chief Bill Bauer noted this would still be a Council decision.
8. Mayor Cliff Eklund agreed, but the group to be considered would be selected by the committee.
9. Vice Mayor Donnetta Skinner stated she would like to have people who work in Carlin serve on the committee.
10. City Manager Glenn Trust stated he recommended that they wait until they put it on an agenda for the full Council to discuss, but the first step is to get the applications and then have whoever you want on the review board. He stated it would still come to the Council for full approval.
11. Councilperson Lincoln Litchfield stated he would not want anyone from inside of Elko County, noting he would prefer the Manager from Lander. He stated he would prefer to use counties other than Elko and stated there are some very qualified people in Carlin itself.
12. Mayor Cliff Eklund stated he was trying to eliminate anyone on the committee "taking a hit" from the community because they showed favoritism to any one candidate should that candidate now work out that is hired.
13. City Manager Glenn Trust stated that is a fair point, but it should be on the next agenda as there is disagreement.
14. Councilperson Lincoln Litchfield stated he is not opposed to it, but needs to have time to think about it.
15. City Clerk LaDawn Lawson inquired about a probation period.
16. City Manager Glenn Trust stated at best it is a temporary job as the manager is reappointed every year. He stated he agreed with the favoritism factor and that would be an issue. He stated it is important to keep everything at arm's length so there is no finger pointing after. He noted it is hard enough to step into the job, as there are always a group of people who are mad at the manager, so you do not want to throw that in the mix as well and no one could say that

someone was on your side. He stated he could see an objective third party selection. He noted it could take 2-3 weeks to get applications back.

17. Discussion was held on the closing date and extending it.
18. Discussion was held on the advertising site on the internet.

V. Adjournment. (Action Item)

Vice Mayor Donnetta Skinner moved for adjournment with Councilperson Lincoln Litchfield seconding the motion. The motion carried. The meeting was adjourned at 5:34 p.m.

APPROVED:

CLIFF EKLUND, MAYOR

ATTEST:

CITY CLERK LADAWN LAWSON