

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
January 28, 2015, 7:00 p.m.

Call to Order and Roll Call:

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

Council Members Present: Mayor Donnetta Skinner
Vice Mayor Lincoln Litchfield
Councilperson Bob DeMars
Councilperson Jay Duke
Councilperson Pam Griswold

Absent:

1. Administrative Staff: City Manager David Jones, City Clerk LaDawn Lawson, Bill Bauer, Police Chief Dennis Fobes, Public Works Director Carlos Esparza,
2. Present: Karla Jones, Vice Chairperson Anna Dean Dean, Jim Brown, Tyler Thomas, Floyd Davey, Lila Sexton.

Pledge of Allegiance

I. Comment by the General Public: Pursuant to NRS 241.020(2C) this time is devoted to comments by the general public and discussion of 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. Dennis Fobes introduced Lila Sexton who is the new Animal Control Officer and a new officer, Floyd Davey.

II. Review and discussion of the City of Carlin's 2013 – 2014 Financial Audit offered by Mr. Heguy, and all related matters. (Non-Action Item)

1. Bob Heguy, former partner of Kafoury-Armstrong reported they have merged with a larger firm as of December 15, which is a firm of 2,200 people. He stated they are very late with the audit this year and fault is with the new firm. He stated there was a large human resources training that backed up the work. He noted that Elko County, City of Elko, Elko County School District, Lander School District and they just finished Eureka School District. He stated in his 30 years, this has been the most difficult year he has spent. He stated there would be auditors coming next week who will stay until this is done. He noted the process is complex now and Jerri Norton left the office for the school district and had finished the financial statements, but in the intervening time there were new issues that she did not catch and caused many other audit procedures. He stated there would now be governmental assurance teams who will come next week to work for the time it takes the audit to be completed. He stated these people would be experts who can accelerate the process. He stated they are working as fast as possible to get this accomplished. He stated there are no violation and no penalties.
2. Councilperson Jay Duke inquired how late they are.
3. Bob Heguy replied by November 30. He stated they had a good crew and everything scheduled out for the deadlines, but some of the experienced people left and it left them short staffed in the middle of the merger.
4. **No Action was taken.**

III. Review, discussion and possible approval of the Dedication Tract Map for Carlin Crossing, Assessor's Parcel Numbers 002-210-050, 022-210-051 and 022-210-052, and all related matters. (Possible Action Item)

1. Paul Tanguay representing Carlin Crossing stated that Alex Hose, one of the owners of the project, was present. He discussed the maps and the backbone roads. He stated those would be the primary roads and the Dedication Tract Map creates a parcel of what would be dedicated to the City in the future as public roads. He stated as this map is required at this stage so they can sell and work with other businesses and other homeowners to create smaller parcels within the project, the backbone roads pretty much create the original lines for all future parcels to align with. He stated they appeared before the Planning Board before the Council meeting and the Planning Board recommended approval. He explained there is a heading called "Resubmittal" and the reason for that is that the original submittal went to the engineer, which he reviewed and had a number of corrections. He stated the Resubmittal is the corrections, noting there is an email from Mr. Ballew on the corrections. He stated the development contract between the developer and city also identify the owners' obligation so that the future parcels for the Dedication Tract Map that will be created when approved would create the obligation to provide all of the improvements so that the parcels that are created that attach to this Map parcel that is the owners' obligation to install those, so there is no bonding or permitting required at present.
2. Councilperson Bob DeMars noted he attended the Planning Commission meeting earlier and is in favor of moving forward. He complimented Mr. Tanguay.
3. Councilperson Pam Griswold discussed the improvements.
4. Paul Tanguay noted there are different stages of development and the entire site needs to be graded, roads cut in and underground utilities to name a few.
5. Vice Mayor Lincoln Litchfield inquired when they would begin the ground work.
6. Paul Tanguay stated currently the target is the 1st and there is still a lot of things to work through before they do, but that is the goal.
7. **Councilperson Jay Duke moved for approval of the Dedication Tract Map for Carlin Crossing, Assessor's Parcel Numbers 002-210-050, 022-210-051 and 022-210-052, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried unanimously.**
8. Mayor Donnetta Skinner introduced Alex Hose.
9. Councilperson Jay Duke stated this is a good step getting the maps done.
10. Alex Hose discussed the time line and the hope of getting this done soon.

IV. Review, discussion and possible approval of an employment Contract between the City of Carlin and Mr. Dennis Fobes as the Chief of Police of the City of Carlin, and all related matters. (Possible Action Item)

1. City Manager David Jones reported this Resolution 2015-04 is pretty straightforward and spells out salary, hours and policies and job description as the one developed in 4/27/2011. He stated he has reviewed these with Mr. Fobes and they have signed off on those. He stated the severance package is covered.
2. **Councilperson Jay Duke moved for approval of employment Contract between the City of Carlin and Mr. Dennis Fobes as the Chief of Police of the City of Carlin, and all related matters. Councilperson Pam Griswold seconded the motion. The motion carried unanimously.**

V. Review and discussion of the City Council's plans for the calendar year, and all related matters. (Non-Action Item)

1. City Manager David Jones explained that the Mayor wanted to have some kind of planning and he is looking for some general direction and guidance from the Board so that it can be passed to the staff. He inquired if the members have general outlines of any aspect of the city, it would

- be beneficial for them to have.
2. Councilperson Jay Duke reported on the list he submitted. He noted they should review contracts and look at the performance, timing, cost, etc. He noted there should be an infrastructure review to determine if there are reasons to repair, replace or remove. He stated they should be looking at grants being offered and a complete review of Carlin's event history with an eye to reducing costs and maintenance. He noted assist development and make sure they are informed on every aspect of the lands bill in order to provide input at the earliest opportunity. He stated they have to be assertive. He explained a recycling program should be discussed and investigating affluent watering program, which might be an effective use of resources. He stated tax bonds, improvement districts need to be researched. He stated there is a pilot program from the governor's office for increasing visual attractiveness in a community called storefront renovation. He noted a Tip of the Week might be considered by fire, police, animal control to name a few to publish this on the website, newspapers, and monthly mailers. He noted there should be discussion on things such as a swimming pool, golf course, recreation center and biking and walking paths. He noted the Frontier Days opportunity is being considered and Carlin needs to be involved. He stated these thoughts are about job creation, development and increased revenue and it may be prudent to perform a community assessment.
 3. Councilperson Bob DeMars stated there are a lot of assets in the community that could be discarded and turned into revenue. He stated there could be a Christmas in the Park held.
 4. Mayor Donnetta Skinner stated they tried it before and it went well at first, but interest failed over time. She stated there should be a way to get people interested in helping.
 5. Councilperson Bob DeMars stated he talked to Jon Gift and suggested they give everyone on Park & Rec a job and it would be more organized rather than one person running everything.
 6. Mayor Donnetta Skinner stated at their meeting they appointed people for the entire summer. She stated they had some good ideas and each person liked the job they were asked to do.
 7. Councilperson Pam Griswold stated she looked at infrastructure, streets, weed control, conservation districts, and get Carlin its own conservation district in the Humboldt corridor.
 8. Vice Mayor Lincoln Litchfield stated they should pursue the reader board and put it in place and a community center should be looked at seriously. He stated they should get a business plan together for it. He reported the Lion's Club of Carlin folded and part of the funds they had would go to the proposed amphitheatre in Chinese Gardens and presented a check for \$1,625.28 to the City for that purpose. He stated he agrees on the infrastructure and make sure they use the master plan because they have the assessments in that document which Carlin paid for. He stated the Planning Commission is close to wrapping up Title 3.
 9. Mayor Donnetta Skinner inquired about holding a town meeting to ask the people what they want to do and that is how they got the Equestrian Park.
 10. County Commissioner Cliff Eklund explained the last goals and objective meeting they held people expressed interest in having rodeo grounds and a golf course. He stated there were two committees formed and the meeting revealed what the citizens wanted for Carlin in projects and then prioritize them. He stated if you had two projects to work on they could get them done.
 11. Councilperson Jay Duke inquired how they got it out to the public and he would like to see it with an eye toward creating jobs.
 12. County Commissioner Cliff Eklund stated it is not binding; it is simply to get input. He noted the community is going to take another 20% hit this year on the C tax.
 13. Karla Jones stated the women who helped with the master plan would help with flyers and questionnaires, as they have a pretty good idea after working on the plan. She noted the first priority in Carlin is and has been "always" a swimming pool. She noted if it is not in the master plan; the city would not be able to get grants for it. She stated the items they want to do should be put into the Master Plan or there would be no funding. She stated the City already paid for this service and are not utilizing this service. She stated there are grants that Carlin could get.
 14. Councilperson Jay Duke stated when he attended the NNRDA meeting it was discussed in 2014

about going paperless in 2015. He stated that money adds up quite in the packets for each Council and board member. He stated he would like to visit the idea of going paperless.

15. Mayor Donnetta Skinner asked for public comments.
16. Kathy Burney stated she is glad to see this item on the agenda because she was thinking what were the goals for this council and the city and how were we going to accomplish them. So now my question to the Council is when will we revisit these goals and revisit how they are being accomplished? She asked if the Council would revisit this in a couple of months.
17. Councilperson Jay Duke stated the communication in town is not good, but David Roberts is a new Frontier communications manager who would come to Carlin to do an assessment of the usage. He stated Elko is going to be bumped up.
18. County Commissioner Cliff Eklund reported the County is paperless and he likes it. He stated they print out the packet support material and get the agenda at the website. He stated it would save labor costs.
19. Vice Mayor Lincoln Litchfield stated he likes it and has used his laptop for years.
20. Jim Brown stated if the Council or other boards wants out in the public, it can be sent to him and offered updating the website.
21. **No Action Needed.**

VI. Review, discussion and possible approval of the minutes for November 12, 2014 regular meeting, and December 10, 2014, and all related matters. (Possible Action Item)

1. Vice Mayor Lincoln Litchfield reported Page 1.8 should read “go” instead of got; Page 2 23. Delete “but you still can only ...; Page 7 1. Should read ordinance “is”.
2. **Councilperson Lincoln Litchfield moved for approval of minutes for November 12, 2014 regular meeting as corrected, and all related matters. Councilperson Jay Duke seconded the motion. The motion carried.**
3. **Councilperson Jay Duke moved for approval of the minutes for December 10, 2014 regular meeting, and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried.**

VII. Review, discussion and possible approval of payments for the periods 1/14/2015 to 1/28/2015, and all related matters. (Possible Action Item)

1. Vice Mayor Lincoln Litchfield stated he would have to recused himself from AutoZone payments.
2. Discussion was held on radio repair and recalibration.
3. **Councilperson Bob DeMars moved for approval of payments for the periods 1/14/2015 to 1/28/2015, and all related matters. Councilperson Lincoln Litchfield seconded the motion. The motion carried.**

VIII. 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 Bob DeMars stated there is going to be a short supply of water this year and inquired if a watering plan is done.
2. City Clerk LaDawn Lawson stated it is done every year, but it is not enforced.
3. City Manager David Jones stated there are ways to water and citations can be given.
4. Councilperson Bob DeMars inquired if the bulk water station is done.
5. City Manager David Jones stated he believes it is about done. He stated he does not want to freeze up the facility and asked them to run the heater for a time. He stated he cannot find the software for this.
6. Discussion was held on the budgeting.

7. Councilperson Bob DeMars discussed a blade.
8. City Manager David Jones stated they went to Bill Miller and he does not have a blade available. He stated it costs \$12,000 to rent and he would like to put that money into the City's blade. He would rather put money into the City's equipment than pay an exorbitant amount to someone else.
9. Councilperson Bob DeMars stated there is no experienced operator for the paving machine.
10. City Manager David Jones stated it is almost \$5.00 per square foot.
11. Councilperson Jay Duke stated there is a new animal control officer and an officer going to Post.
12. Chief Fobes stated that not much is going on, the Department is shorthanded and they are looking to replace his position. The hope to be doing some testing in April. Lila Sexton has been hired as the new Animal Control Officer.
13. Mayor Donnetta Skinner inquired about a couple of young men in town, 21 years old with no felony, what could be done.
14. Chief Fobes stated that she could send them to talk to him and they could go forth from that point.
15. Councilperson Pam Griswold inquired if the City pays for Post.
16. Chief Fobes replied affirmatively.
17. Councilperson Jay Duke reported on the NNRDA meeting and some revenue generators, some Railport possibilities, businesses looking at Elko County as a whole. Glen Guttry is the new person on the board replacing Charlie Myers.
18. Councilperson Pam Griswold reported she went to Park & Rec and they are putting together wish lists. She gave an overview of the board meeting and noted that they talked about the fact there were only a couple of people doing everything and things got lost "in the cracks". She noted they made committees and each person on the board was given a role. She stated she attended the Equestrian Park meeting that will now be held on the third Monday at 6:00 p.m. She stated they were talking about a Ranch Hand rodeo, a one-time memorial rodeo in Grant Gerber's name and moving things around in the Park.
19. Councilperson Lincoln Litchfield reported there is still one opening on the Planning Commission. He reiterated the upcoming water problem and the yards need to be kept up and not overgrown, saying he would not like to see the Fire Department overworked because of fire. He stated they should get this word out to minimize the danger.
20. Mayor Donnetta Skinner reported she appreciated Public Works Director for cleaning the streets. She noted the members of the Council will be good assets for her to have. She thanked Bill Bauer for his help and knowledge.

IX City Clerk's Report. (Non – Action Item)

1. City Clerk LaDawn Lawson had no report.

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

1. City Manager David Jones discussed the maps show the Lands Bill and they had a meeting with BLM people and wanted to know how much of the property the City wants to purchase, which includes the surveying, cultural assessment, the hazard assessment and the environmental assessment on top of the appraised value of that property. He noted it is not going to be a gift, as they will have to buy at fair market value. He stated he did not have the authority to answer that question and it will be agendaed for February 11. He stated there are mining claims in the land. He stated they stated that for a fee of \$100 they could get a definition of all the mining claims on the property, because there is nothing stopping someone from developing that claim. He related the history of a mining claim. He stated if they took the number of assessment that we have on industrial property that has sold and buy back acreage, it is only slightly over \$12.8 million for all those acres of property. He noted the appraised value could come in higher or lower.

2. City Manager David Jones reported he met with Lisa Goodfellow of USDA and staff will be asking for authorization to start the loan process for a lift station. He stated if they can get this done in this quarter, the interest rate is at 3.75%.
3. He reported Public Works Director Carlos Esparza is in Salt Lake at training and they sent 3 people to an Excavation and a Confined space training in Elko.
4. He reported he has been working with Megan Brown from Congressman Amodei's office on weed abatement with the UP Railroad. He suggested a substance of pre and post emergence to eradicate those.
5. He noted the City is trying to get access to the UP yard at 4th and 7th for the Brownfield's Grant, but UP is requiring an assessed valuation and they would have to come to an agreed price before they would give access. He stated he believes the extension is over in April for that grant and they will probably have to reapply for an extension because the EPA requirements. He reported the City has also submitted an application for the Brownfield's Grant, a 2 year grant, noting the acreage is approximately 10.7 acres. He stated the City would have to purchase more land for the sewer ponds in the future. He stated there are three segments 4th and 7th, 10½ Street, and west of the sewer ponds.
6. He reported he is in the process of updating the information on the website.
7. Councilperson Jay Duke indicated he does not want his email on the website.
8. He reported he is waiting for three (3) separate bids for three (3) different proposed locations. He explained the three (3) sites.
9. He reported he would be gone for 2-3 days for training.
10. He stated the police department has been allowed to use the County license for radios for a number of years, but will no longer have that privilege. He noted the City has to get their own frequencies and there are bids coming for this work. He stated Cash Minor of the County has indicated the County plans to donate a repeater to Carlin.
11. He requested that members thank the County for the fire truck they have allowed Carlin to use.
12. He stated he is getting pressure from both sides of this issue. He explained that one of the City employees found a controller lying in the parking lot after one of the games. He stated it was not destroyed, but it did need some repair, then another controller was found with some sort sticky drink was spilled on. He stated parts have been found on EBay to fix these controllers, but they are very old. He stated the power has always been an issue at the concession stands; they have a number of microwaves on one (1) 15-amp circuit.
13. Councilperson Jay Duke stated one of the issues with that is just common sense training in the use of the equipment.
14. City Manager David Jones stated that Jody Henley is going to run some of the concession stands in 2015 and Public Works Director Carlos Esparza has expressed a desire to lease them out to one person for the entire year. He noted some of the problems.
15. Councilperson Pam Griswold stated one of the issues is that everything has to be commercial grade.
16. City Manager David Jones stated it has been suggested they might bring in the health inspector to give them some ideas.
17. City Clerk LaDawn Lawson stated the discussion revolved around whether they should put money into the concession stand and whose responsibility would it be. She stated there are a lot of questions that need correct answers for this. She stated there is a cost for the certification.
18. City Manager David Jones stated there is a notice that the railroad is going to install several cell towers. He stated these would be posted within the community for public comments.

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. County Commissioner Cliff Eklund stated the Commission held a second meeting on Frontier Days and the problem in Carlin is the lack of hotels. He stated it might be beneficial for Carlin to think about a dry camping. He stated the date is August 5 and 6, 2016 and Carlin people are going to meet with Wells on the 12th at 6:00 p.m. He stated an application has been made for two sites, (Snobowl and Railport) for drones in Elko. This could be an asset for the police. He reported the schools are now involved in Frontier Days. He stated he has suggested taking the Carlin government class to Carson City during the legislature. He stated he received an email where the state withdrew from the drones because of some technicalities.
2. Councilperson Jay Duke stated he thinks the proximity to the dam is one of the reasons.
3. Karla Jones presented an update on the Spring Fling on April 25 and September 11, 12 is the date of the Chili Cook-Off. She stated there is a Coca Cola grant available for scoreboards and if they would like she could apply for the grants. She also stated February 2, they would be doing a mock motorcycle accident drill at the “gold rush” motor sports park.

XII. **Adjournment. (Action Item) Councilperson Jay Duke moved for adjournment with Councilperson Lincoln Litchfield seconding the motion. The meeting was adjourned at 8:50.m.**

APPROVED:

DONNETTA SKINNER, MAYOR

ATTEST:

CITY CLERK LADAWN LAWSON