

CARLIN CITY COUNCIL  
CITY OF CARLIN, STATE OF NEVADA  
REGULAR MEETING  
CARLIN MUNICIPAL COURT ROOM  
101 S 8<sup>th</sup> Street  
Carlin, NV  
April 22, 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 Pam Griswold

Absent: Councilperson Jay Duke

1. Administrative Staff: City Manager David Jones, City Clerk LaDawn Lawson, Public Works Director Carlos Esparza. Police Chief Dennis Fobes
2. Present: Pam Borda, Karla Jones, Jim Brown, Anna Dean Margaret Johnston, Fred Montes de Oca, Howard Wright, Thomas Burney, Kathy Burney, Lisa Goodfellow, Doug Martin.

**Pledge of Allegiance**

**Public Comment will be taken prior to any Action Being Taken by the Council**

- 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. None.
- II. Review, discussion and possible approval of a loan from the USDA for the main Sewer Lift Station presented by Lisa Goodfellow and all related matters. (Non-Action Item)**
  1. Lisa Goodfellow, USDA Rural Development of Community and Schools reported they have received an application from the City of Carlin for a project that would replace the lift station and other components of the sewer treatment area. They are reviewing the application and close to completion. The project cost is \$1,298,000 and 100% financing. The city has already paid for the engineering and environmental reports. They look at the anticipated budget and other financials, as well as the city's current rate structure. In underwriting, they do a comparison of similar systems, looking at the approximate 7 short-lived assets that would be replaced within a 1-15 year period. They take into to account the debt service and the reserve would be 1/10 of the annual payment over a 10-year period in a savings account. The money set aside also for short-lived assets which would be \$22,767.00 a year. That would be a need for a little bit more revenue for the system and the city would need to determine how to generate that additional income. The interest rate would be 3.5% for this quarter over a 40-year term, which equals a monthly payment of \$5037.00. The reserve for this would then be \$504.00 and for the short-lived assets, it would be \$1,898.00 monthly. The security for the loan would be through a revenue bond. The City would work with a bond counsel and they would write the resolution, etc. The letter of conditions includes: City would submit a proposed budget every year, carry the appropriate insurance, have the correct property rights, legal easements, etc. The only environmental issue was the area is at the outer edge of the area of a

100-year flood plain elevation, which means the manholes, the vault and the wet well would have to be elevated above grade. The engineer had already mentioned they would design for that. During construction, Rural Development would require a full time site inspector/project representative to watch the construction and the cost of that is included in the loan. The City currently has loans with Rural Development for the UNR waterline and the senior center. They visit every 3 years for compliance checks. Loan closing would be done through a bond council. Typically they require interim financing through a commercial lender, so that if the bonds came in lower, if you did not use all the money, you could close at a lower amount. The interest rate expires June 30, 2015; rates are set for a quarter and then evaluated at the end of the quarter and then adjusted. They are tied to the 11<sup>th</sup> Bond Buyers Index. If the council decides to proceed and request them to obligate the funds, they would give the letter of conditions, the city would sign an agreement and they would give them a request for obligation with the amount and interest, which locks in the interest rate which would never be higher. At the time of closing, if the rates had gone down, the City would benefit by the lower rate. A loan resolution would have to be executed, covering things like adequate revenue and equitable service. If the Council decides to proceed, they should do it soon as they are coming up against pooling, which is when the national office takes away federal funds in the state where they have not been used as allocated. The deadline is May 1, 2015, so the sooner the Council decides, the sooner they could get in line for funding. The City is not obligated for repayment until they start spending the money.

2. Councilperson Bob DeMars inquired when they would start making their payments.
3. Lisa Goodfellow stated through the construction period, the City would be drawing money out of a commercial loan and at the end of the project, the interim loan would close and the payments would begin after that closing.
4. Councilperson Bob DeMars inquired if the backup parts are part of the loan.
5. Public Works Director Carlos Esparza stated he is not sure.
6. Lisa Goodfellow stated the wet/dry well and manholes would need to be replaced.
7. Discussion was held on where this would be placed.
8. City Manager David Jones stated it would be adjacent to the old one, noting it is not feasible to maintain. It would cost extra money and not keep up with the demand. It is expanded now and the City cannot expand it any more. The wet well would probably be filled with sand and capped with concrete. A system off to the east would be constructed.
9. Lisa Goodfellow noted there would be a screen setup and the vault and screen covered.
10. City Manager David Jones stated the new system would be high tech. Unlike today, if they have an issue, a citizen calls us and on the new system there is a high level alarm that will send out text messages and emails out.
11. Councilperson Bob DeMars inquired what the timeframe is for securing the funds.
12. Lisa Goodfellow stated it should be done so the interest rate is locked in; the problem with waiting is that the costs will increase substantially.
13. City Manager David Jones stated that this system 5 years ago was \$690,000 compared to the \$1.2 million today.
14. Councilperson Bob DeMars inquired about the payoff on the Senior Center.
15. City Manager David Jones stated, "2034"; the water loan is 6 years.
16. Councilperson Pam Griswold inquired about the full-time site inspector.
17. Lisa Goodfellow stated typically it is your engineer who recommends an inspector and the City would review the resumes and send a recommendation letter to Rural Development. They would either concur or send a reason why that would not be a good inspector.
18. Vice Mayor Lincoln Litchfield inquired about additional revenue.
19. Lisa Goodfellow stated there is an idea of using the average of the total number of users, all of the residential, commercial, everybody who is connected over a 12-month period and came up with 804. Total revenue needed is \$311,630 and roughly that works out to be \$32.30 on the sewer. She stated they are currently at \$29.75.

20. Councilperson Pam Griswold inquired if this will accommodate all of the other properties who could be coming to Carlin in the next 2-5 years.
21. Public Works Director Carlos Esparza replied affirmatively. The official design has not been done yet, but the City Engineer did use those to determine the system. The ponds are another issue.
22. City Manager David Jones stated the I&I is another issue, which is the inflow and infiltration identified in the PER. They could do some testing on that.
23. Councilperson Pam Griswold inquired if they have to do everything together or in parts.
24. City Manager David Jones stated one of his goals is to do a citywide PER, looking at the ponds and infrastructure as a whole.
25. Public Works Director Carlos Esparza stated there have been no major breaks in 3-4 years. We have been lucky. Right now this is the weak link in the system and we are in process of looking at everything, but we are actually required by NRS to upgrade, because when you hit 75% capacity the upgrade process has to start. The equipment age is 1961 for the lift station and he is not sure if it was used or new at the time of that installation.
26. City Manager David Jones stated with the exception of the pumps, he has asked that they engineer to double our capacity as we see it today.
27. Councilperson Pam Griswold noted he said earlier that the pumps could be evaluated and upgraded as needed.
28. City Manager David Jones agreed. Putting a pump in now would only allow it to run at 15% and it needs to run at least 60% for efficiency. They would have to upgrade the pumps at some time in the future. He asked them to look at a progressive-type of pump.
29. Lisa Goodfellow noted it is not uncommon to have a major overhaul done in phases. City Manager David Jones and I have talked about doing this in phases.
30. Margaret Johnston inquired about grants.
31. City Manager David Jones stated the City would not qualify.
32. Mayor Donnetta Skinner stated the wages are too high and not conducive to grants. She hates borrowing money, but knows they need to do something with the infrastructure. If they don't do something soon, the city will be in trouble.
33. Councilperson Bob DeMars stated his agreement, inquiring if this is something to do with the budget.
34. City Manager David Jones stated they had not gotten to that point yet.
35. Mayor Donnetta Skinner stated she would like to know the board's feeling.
36. Vice Mayor Lincoln Litchfield stated they would be smart to lock in a 3.5% because in 6 months it could be higher.
37. Councilperson Pam Griswold stated they need to do this, especially with the potential growth.
38. **This is a Non-Action Item and no action was taken.**

**III. Review and discussion and possible approval of a feasibility study being conducted to create a redevelopment area in the City of Carlin, presentation offered by Pam Borda from NNRDA and all related matters. (Possible Action Item)**

1. Pam Borda, NNRDA, stated she met with City Manager David Jones a month or so ago discussing development in Carlin and coming up with specific strategies. The City of Elko has a Redevelopment Authority and are moving forward. We are currently in a pilot program with the City of Elko sponsored by the State of Nevada Economic Development. Redevelopment is a way to revitalize the business district. Wells has already hired a consultant and are doing preliminary feasibility studies and now Carlin with a potential interest. Lander County is joining NNRDA and are interested in redevelopment. Carlin is a good candidate for looking at the feasibility. Carlin does not have to have an Authority, but there are advantages such as tax financing wherein all the property taxes in an area defined as redevelopment would go into the redevelopment fund and used to help with the projects or things that ensue from a feasibility study. Typically that is not a lot of money to begin, but it grows with time. Additional

businesses bring more taxes. The key to finding out is through a feasibility study to know whether it is going to be worth it to a community but it has a cost. The Elko study is on their website and the contact information for the consultant that they hired to do that at a cost of \$40,000 at the time. There are possibilities for funding on the federal level, but one of the requirements is to have a comprehensive economic development strategy. Right now, we have an application in to EDA to do that and we would ask that Carlin participate. It would cost you nothing and it would help to get some strategy of what you need to do for the future. Once they have that for the region, they can apply for additional funding. In order for Carlin to qualify for CDBG funds, it has to be tied to jobs, which Carlin cannot do. If there is an Authority, Carlin can qualify for some of the funding as a Redevelopment Authority. That is what NNRDA did with Elko with a storefront program, which could then become a program that other cities could use. This program would allow you to help small businesses that are having trouble by providing a grant. For the cost of improving their storefront. We will pay for the design of the storefronts and if they decide to go forward with the design, we will pay half of the construction cost to make those improvements. That is one example. City Manager David Jones and she are exploring the possibilities of redevelopment for Carlin. We have struggled with the banks, etc. but if more businesses came, it would jumpstart other things. Carlin just needs to decide if they want to go forward and we would have to find the funding for the study and then develop a scope of work for the consultant and selecting a consultant. We would know within the next 3-4 weeks whether we are successful in getting the EDA. It is feasible if we are approved that we could then look into applying for those funds. It is also possible if the State Office of Economic Development sets aside funds in CDBG (Community Development Block Grant) that the Authority might be able to qualify for those funds. The other way is to find funds in your budget to be allocated for this. There is considerably more funding available through the state and federal levels that could have a domino effect and help some of these other issues. She also, stated the Elko City Planner is also the part-time redevelopment manager and the City Council is the Redevelopment Authority. Carlin would have to establish its own redevelopment authority.

2. Vice Mayor Lincoln Litchfield expressed his appreciation for the information.
3. Councilperson Bob DeMars agreed. One of the problems in Carlin is financing and Carlin is not eye appealing so they have a hard time spending money here.
4. Pam Borda stated the Governor's office is trying to change how they do the CDBG funding and Carlin Crossing is a good example that the staff recommended approval, because it was the exact kind of project that they want to fund. The advisory committee did not go with staff recommendations on that and there were a lot of people who were upset. I think you will not see that again, because those are the exact type of things that they want to make happen. They are not going to use those funds for public works projects and they will be for economic development. That department is the administrator of the funds and they need to have a benefit for the community.
5. Councilperson Bob DeMars stated the motion would be to go forward.
6. Pam Borda agreed.
7. Karla Jones inquired if the Master Plan has to have redevelopment in it and if the company who completed our Master Plan can do something for the feasibility.
8. Pam Borda stated she would not recommend that as there are rules and a lot of things associated with redevelopment, so they would need a person who has experience. She stated the redevelopment expert from Elko could talk to the Council. She thinks the Master Plan gets amended to add that to it.
9. Thomas Burney stated, "One of my sore points is I would be totally opposed to the City of Carlin having a development authority, a development agency that would be fine. What I see us having difficulty with is the reminder about where the Authority lies, of the people, but the people for the people and everything is decided in favor of we the people. This Authority, that Authority, we need this money, we need that money. In five years I have seen the business tax

double. There is a bill today that went to the assembly to double the minimum; there is no ceiling on it. They put themselves in this position and call themselves the Authority. Authority is a bad word”.

10. Pam Bordas stated you could call it an agency.
11. **Councilperson Pam Griswold moved for approval of a feasibility study being conducted to create a redevelopment area in the City of Carlin, presentation offered by Pam Borda from NNRDA and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried.**

**IV. Review, discussion and possible approval of authorizing staff to negotiate a purchase price with the UPRR for land within the City Limits of Carlin and all related matters. (Possible Action Item)**

1. City Manager David Jones reported Administration is requesting to negotiate a purchase price with UPRR on 10<sup>th</sup> and B Streets and between Railroad and Hamilton Streets. The cost totals about \$21,656.05 per acre or \$340,000 for the 15.7 acres per the appraisal. The railroad is asking \$44,000.00 an acre and that is the reason to go into negotiations. Once the purchase is negotiated, Carlin can go into Brownfield’s Assessment Grant and commence with testing.
2. Mayor Donnetta Skinner stated UPRR should give this to Carlin because of the years they have cleaned up their weeds. She agreed on the negotiations.
3. Margaret Johnston inquired if the city looked into donating or trading the land, especially if you are going to do a community center or some such plan, donating land for a nonprofit purpose is always good PR.
4. Councilperson Bob DeMars stated that is a good idea.
5. Mayor Donnetta Skinner stated they would not do anything to help Carlin.
6. Margaret Johnston stated they could talk about a mining or railroad museum.
7. Howard Wright stated the property is contaminated.
8. City Manager David Jones stated that is where Brownfield’s comes into the picture for the clean-up. If it is contaminated and Carlin decides to back out, they can or if we move forward, we can clean it up and they can discount the price.
9. Howard Wright stated they are not going to give it for nothing. He asked about a committee.
10. Mayor Donnetta Skinner stated City Manager David Jones could handle it.
11. Howard Wright stated there are two in the audience that have a long history with railroading that might be able to help.
12. **Vice Mayor Lincoln Litchfield moved for approval of authorizing staff to negotiate a purchase price with the UPRR for land within the City Limits of Carlin and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried.**
13. Councilperson Pam Griswold inquired if that includes the caveat of donations or trading.
14. Vice Mayor Lincoln Litchfield stated that would be the negotiating.

**V. Discussion and possible approval of the minutes from 3/11/2015, and all related matters. (Possible Action Item)**

1. Councilperson Pam Griswold noted on IV 1. “west of Carlin” and Page IX. 1. “every month”.
2. Vice Mayor Lincoln Litchfield pointed out page 9, XIII should read “Vice Mayor” Lincoln Litchfield instead of Councilperson Lincoln Litchfield.
3. **Vice Mayor Lincoln Litchfield moved for approval of the minutes from 3/11/2015, and all related matters. Councilperson Pam Griswold seconded the motion. The motion carried with Councilperson Bob DeMars abstaining.**

**VI. Review, discussion and possible approval of payments for the periods 4/8/2015 to 4/22/2015 and all related matters. (Possible Action Item)**

1. **Councilperson Pam Griswold moved for approval of payments for the periods 4/8/2015 to 4/22/2015 and all related matters. Councilperson Bob DeMars seconded the motion. The**

**motion carried.**

**VII. City Council Members' Reports. (Non – Action Item)**

1. Councilperson Bob DeMars inquired about the events on the website.
2. Chairperson Karla Jones stated she has been doing the event website lately.
3. Mayor Donnetta Skinner stated there has to be better communication between the City and the council because the citizens have no clue. This is not working. She noted she attended the Spring Fling and afterward people said they should have been reminded. They need better communication. The problem is that everyone has to get on the same page.
4. Vice Mayor Lincoln Litchfield stated the Planning Commission will meet in 2 weeks. He reported there was an incident and read the memo into the record: *Carlin Volunteer Fire Department sent by City Manager David Jones on April 21. Regarding alcohol located at 121 Hamilton and 116 Railroad also known as the Carlin Fire Station. On Tuesday April 21, 2015, an inmate crew was working at the Carlin Fire Station when an inmate accessed alcohol from the Station and the Crew was promptly removed from the premises. This is the third time an inmate has had access to alcohol at the Carlin Fire Station. Jeremy Fry from NDF said no crews would be allowed to go to work at the Carlin Fire Station unless alcohol is removed from the station. In the City of Carlin Employment Policy, Section 2, subsection 2.8, Drug and Alcohol Free Workplace, the City strictly prohibits the following the behavior: bringing alcohol, illegal drugs or other substances which may impair the safety or welfare of employees or public on the premises controlled by the City or placing a vehicle or equipment operated on behalf of the City". The following is an opinion from POOL/PACT: Question: In the past has POOL/PACT identified that alcohol should not be stored in the Fire Station perhaps in a risk audit? Answer: If I recall correctly, the State Fire Marshal made that decision. We concur since there have been issues of volunteers being impaired during a call-out and public resistance when they learned that fundraisers funded the alcohol rather than training and operation of volunteers. The alcohol has to be removed from the Carlin Fire Station, vehicles, storage apparatus and surrounding premises no later than April 21, 2015 at 3:00 p.m. s/ City Manager David Jones.*
5. Councilperson Pam Griswold stated there was a note on that in the minutes and she made the comment that she had asked who had access to the key so it would be interesting to know how somebody from the correctional center got to something that was under lock and key. She reported the Equestrian Center did not have a meeting. She stated Ralph Siler was here on behalf of the Senior Center wanting to put up a garden for the senior's use. She asked him to hold off until she could contact Home Depot, noting that they are willing to donate a pallet of bricks and a team of volunteers will come over to install the bricks, do the dirt work, plant the garden. She will find out if they are going to provide the seed for garden tomorrow. It is a 4' x 16' plot. They are willing to design it. She told them the senior center would be willing to put up a sign that says the garden is donated by Home Depot. They will start after May 1.
6. Mayor Donnetta Skinner inquired about the next motocross.
7. Councilperson Bob DeMars stated May 29.
8. Mayor Donnetta Skinner stated the Spring Fling was great and it was a good dinner.

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

1. City Clerk LaDawn Lawson had no report.

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

1. City Manager David Jones reported they were turned down for the CDBG grant for the affordable housing project.

**X. 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. Karla Jones stated there was a grant for an event website and all of the website that had any events were supposed to be shut down. The website for the Chili Cook-Off is not going to be paid for any more. Any events that are pending, if they let people know there is a link on city website for all of the events. She stated she let Ellen Meshefski knows the website is available for events. We can put any senior events; yellow box does it for free and they update for us.
2. Mayor Donnetta Skinner suggested they have a poster made to tell people to go on this website and put it everywhere for people to see it.
3. Margaret Johnston stated the Chief and Assistant Chiefs are the ones who have keys. She inquired who else has them.
4. Vice Mayor Lincoln Litchfield stated on March 13, 2015, during the City Council meeting, Linda Bingaman stated only chief officers had the master keys.
5. Margaret Johnston stated that means only "Will, Roger, and Linda have keys for it".
6. Vice Mayor Lincoln Litchfield stated that is what she said.
7. Margaret Johnston stated then someone left it unlocked or let them in. "Who was watching the con crew".
8. Mayor Donnetta Skinner stated that they are so lucky to have these people. "I do not like the idea that we are tempting them. It is a city building and we should not have the public in what we're going to have these kind of problems".
9. Margaret Johnston stated, "Apparently they did not break into it; that is the thing I am getting to".
10. Mayor Donnetta Skinner stated it should not be in that building. She apologized to the man and the superintendent yesterday because this is not the first time it has happened. It is an embarrassment to the City and to have it repeated. There will be no alcohol in a City Building while I am the Mayor.
11. Margaret Johnston stated, "Then you are revoking the liquor license".
12. Mayor Donnetta Skinner stated we are not revoking the license, but they just cannot have it stored in the building. It says in our rules there will be no alcohol on the premises. I just don't want to tempt these guys again".
13. Margaret Johnston stated she just does not want to see that they cannot have parties there.
14. City Clerk LaDawn Lawson stated the people who want to have a party have to come before the council for a liquor license. At any time the Council has the right to deny a liquor license application. If they grant an application the liquor must be removed after the party. It cannot be stored in a public building.
15. Mayor Donnetta Skinner stated we are not taking away the liquor license.
16. Councilperson Pam Griswold stated they can still hold it, but as soon as it is done, the alcohol has to be removed and stored elsewhere.

**XI. Adjournment. (Possible Action Item)**

**Vice Mayor Lincoln Litchfield moved for adjournment with Councilperson Bob DeMars seconding the motion. The motion carried.** The meeting was adjourned at 8:19 p.m.

**APPROVED:**

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**DONNETTA SKINNER, MAYOR**

**ATTEST:**

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**CITY CLERK LADAWN LAWSON**