

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN MUNICIPAL COURT ROOM
101 S 8th Street
Carlin, NV
December 9, 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: None

1. Administrative Staff: City Manager David Jones, City Clerk LaDawn Lawson, Public Works Director Carlos Esparza, Police Chief Dennis Fobes
2. Present: Karla Jones, City Engineer Chris Woster of Farr West, County Commissioner Cliff Eklund, Pam Borda, Anna Dean, Rick Anderson, Roger Anderson, Paul Tanguay, Tom Burney, Kathy Burney.

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. County Commissioner Cliff Eklund reported on December 16 at 5:00 p.m. at the Convention Center, the BLM will hold public comment on the withdrawal of 10 million acres from the 1872 mine law, which means they can withdraw that land from mineral production. He requested everyone attend to confirm there is a financial burden on the state. This can be detrimental to us. They have already designated roads for withdrawal. The county approved sales tax (1/4%) at a public meeting with a lot of discussion and a lot of people supported it. Three were opposed to it. The biggest problem seems to be how much of the money is going to the cities and how much they will ended up with of \$100,000 more than first calculated. This could mean between \$30,000 to \$40,000 for the City of Carlin per year.
2. City Manager David Jones stated "\$46,000 tentatively".
3. County Commissioner Cliff Eklund stated the tax is for street and central dispatch equipment only and cannot be used except for materials and equipment. It is not a blank check written every year, the cities have to determine what the project is and file a plan with the County per NRS and then the money would be distributed. The project also has to be approved by the County Commission.
4. Councilperson Jay Duke discussed contractors.
5. County Commissioner Cliff Eklund stated if it is not used it holds over to the next year. Rob Stokes, Annette Kerr and he met with Pam Griswold and David Jones to see how we could assist with the snow event. They wrote a letter to the state to get some financial assistance to help with the cleanup.
6. Officer Floyd Davey reported since 11/18 year to date is 4,630 calls for service. November there were 396 calls for service. Last 2 weeks conducted 77 traffic stops up. Issued 5 citations. 16 parking citations, towed 3 vehicles. Participated in 15 agency assists, 5 NHP, 7 ambulance

and 3 with the fire department. Generated 81 reports and saw an increase in domestic batteries. 2 DUIs, 7 arrests, 4 warrants, 3 were misdemeanors. Code enforcement had 26 calls for service Issued 8 warnings, 3 citations. 19 dogs returned to their owners, 3 canines were entered into the pound, one of which bit an officer. 30 hours of training and 3 canine deployments. Increased our business checks with the night officers going around checking. 2 burglaries with some of the industrial businesses, one a safe was stolen and the other a welder stolen off the property. The canine searches were due to finding an open door to a business.

7. Councilperson Bob DeMars inquired if there is a law for excessive idling of a vehicle.
8. Officer Floyd Davey stated diesel pickups cannot idle for an hour at a time.
9. Vice Mayor Lincoln Litchfield inquired if there is a policy on truck parking.
10. Officer Floyd Davey stated if he sees the signs are up, he tells them the policy has changed for parking. He stated he just noticed it last week himself. A warning is given to those not obeying the signage. He stated the signs are on Chestnut Street, in front of the high school and on the highway.
11. Vice Mayor Lincoln Litchfield stated there is one on Fir Street.
12. Paul Tanguay of Carlin Crossing LLC reported they have been working on special improvement district to obtain \$4 million construction funding, primarily to fund Phase 1 of the roadways and utilities. To date, out of the \$150,000 set aside, they spent \$100,000 in consulting and legal work, a market study, appraisal, assessment study and legal documents. Unfortunately out of the \$4 million that was sought for the roads and utilities, only 2.2 of that can be covered for the improvement district. The difference is \$1.8 million that we are still working out through outside financing to supplement the SID funds. That is a little bit of a set back, which is about a month and a half delay. At this point we have decided to increase our communications to you on a monthly basis starting in January. Right now, our target date for starting is May 1. Marion Hose has just recovered from heart surgery.

II. Review, discussion and possible approval of the Carlin Building Department has deemed 617 Main Street APN # 002-183-011 dangerous and uninhabitable in accordance with the Carlin City Code and the IBC Chapter 4 Sections 302, 401.2 and 403. The City of Carlin is hereby ordered to vacate and demolish this structure and all related matters. (Possible Action Item)

1. City Manager David Jones explained there is some money available through NDEP and the City found out that if they condemned the building, they could save a lot of effort and money. He stated they have a verbal agreement. The money is given to the State of Nevada and administers it and if they do not spend it, they lose it.
2. Councilperson Bob DeMars confirmed this was handed to the City by the original owner. He questioned if the land goes with the original owner.
3. City Manager David Jones stated they own the building and the land. He suggested in lieu of development there at present, there could be a community garden for the interim. He stated it could be 2-3 years before they could actively market it.
4. Councilperson Pam Griswold inquired about the timeframe.
5. City Manager David Jones stated there is no specific time period at present. They need to spend this money before June 30, so the city has basically 6 months to demolish it. He stated that NDEP monitors everything and the city does not have anything to do. They have a plan to handle the whole process.
6. Councilperson Pam Griswold inquired about the vacant lot next to it.
7. **Councilperson Bob DeMars moved for approval of the Carlin Building Department to deemed 617 Main Street APN # 002-183-011 dangerous and uninhabitable in accordance with the Carlin City Code and the IBC Chapter 4 Sections 302, 401.2 and 403. The City of Carlin is hereby ordered to vacate and demolish this structure and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried with Mayor Donnetta Skinner voting in favor.**

- III. Second reading of An Ordinance (Ordinance 241) Amending Title 3 Chapter 13 of the Carlin City Code Entitled “ Sidewalks, Curb and Gutters” By adding Section 4 Entitled “Requiring a time Limitation to Install Curb, Gutter and Sidewalk and Providing that an Occupancy Permit will not be granted unless the Curb, Gutter and Sidewalk is installed within the time limitation” and changing Section 4 to Section 5 and adding other provisions. (Possible Action Item)**
1. City Manager David Jones reported the First Reading took place on November 18. These modifications should limit the loopholes that exist now and the ability to enforce the will of the Council.
 2. Vice Mayor Lincoln Litchfield read the title of Ordinance No. 241 into the record. **AN ORDINANCE AMENDING TITLE 3, CHAPTER 13 OF THE CARLIN CITY CODE ENTITLED "SIDEWALKS, CURBS AND GUTTERS" BY ADDING SECTION 4 ENTITLED "REQUIRING A TIME LIMITATION TO INSTALL CURB, GUTTER AND SIDEWALK AND PROVIDING THAT AN OCCUPANCY PERMIT WILL NOT BE GRANTED UNLESS THE CURB, GUTTER AND SIDEWALK IS INSTALLED WITHIN THE TIME LIMITATION" AND CHANGING SECTION 4 TO SECTION 5 AND ADDING OTHER PROVISIONS.**
 3. **Councilperson Jay Duke move for approval of the Second reading of An Ordinance (Ordinance 241) Amending Title 3 Chapter 13 of the Carlin City Code Entitled “ Sidewalks, Curb and Gutters” By adding Section 4 Entitled “Requiring a time Limitation to Install Curb, Gutter and Sidewalk and Providing that an Occupancy Permit will not be granted unless the Curb, Gutter and Sidewalk is installed within the time limitation” and changing Section 4 to Section 5 and adding other provisions. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried unanimously.**
- IV. Review, discussion and possible approval of accepting a \$7,000.00 grant from NNRDA to conduct a preliminary assessment to determine if redevelopment would be feasible or some other direction, this assessment will be conducted by Better Cities on behalf of the City of Carlin, and all related matters. (Possible Action Item).**
1. Pam Borda, NNRDA, reported City Manager David Jones and she have talking about the possibility of a redevelopment in Carlin and one of the first steps is doing a feasibility study. She contacted Matthew Gottfried the former Mayor of Ogden, Utah who is one of their consultants from Better Cities. He turned Ogden around and is good at what he does. They actually agreed to do a scope of work hoping we would move forward and have additional work done. He agreed to do it for \$5,000 plus expenses. This is really like paying \$25,000 to \$30,000 normally. She contacted the Governor’s office of Economic Development and inquired if they would match funding with NNRDA to help with this assessment and they agreed. NNRDA’s Executive Committee approved the matching \$3,500 out of her budget for this.
 2. **Councilperson Jay Duke moved for approval of accepting a \$7,000.00 grant from NNRDA to conduct a preliminary assessment to determine if redevelopment would be feasible or some other direction, this assessment will be conducted by Better Cities on behalf of the City of Carlin, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried unanimously.**
 3. City Manager David Jones stated that Mr. Gottfried will be in Carlin on the 16th.
- V. Review, discussion and possible approval of the City Manager’s annual performance review and all related matters. (Possible Action Item)**
1. Mayor Donnetta Skinner stated the review came with a balance of 3.14, which is above target and he is doing very well.

2. **Councilperson Bob DeMars moved for approval of the City Manager's annual performance review and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried unanimously.**
- VI. Review, discussion and possible approval of the minutes from 8/12/2015 and all related matters.**
1. **Vice Mayor Lincoln Litchfield moved for approval of the minutes from 8/12/2015 with changes and all related matters. Councilperson Pam Griswold seconded the motion. The motion carried with Councilperson Bob DeMars abstaining.**
- VII. Review, discussion and possible approval of the minutes from 8/26/2015, and all related matters. (Possible Action Item)**
1. Vice Mayor Lincoln Litchfield and Councilperson Pam Griswold noted two corrections.
 2. **Councilperson Bob DeMars moved for approval of the minutes from 8/26/2015 as corrected, and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried.**
- VIII. Review, discussion and possible approval of the minutes from 10/7/2015, and all related matters. (Possible Action Item)**
1. Councilperson Pam Griswold noted one correction on Page 1, I. 2.
 2. **Vice Mayor Lincoln Litchfield moved for approval of the minutes from 10/7/2015, and all related matters. Councilperson Pam Griswold seconded the motion. The motion carried with Councilperson Bob DeMars abstaining.**
- IX. Review, Discussion and possible approval of payments for the periods 11/18/2015 to 12/9/2015, and all related matters. (Possible Action Item)**
1. Councilperson Jay Duke inquired about 10-55-650 ambulance calls.
 2. City Manager David Jones explained the cost. He explained they set up an activity code of 11-03-15(the date of the snowstorm) and are able to access this from the computer system. He stated \$137,153.15 was spent on the snow cleanup.
 3. Vice Mayor Lincoln Litchfield commented on a conflict of interest and would not be voting.
 4. **Councilperson Jay Duke moved for approval of the payments for the periods 11/18/2015 to 12/9/2015 and all related matters. Councilperson Pam Griswold seconded the motion. The motion carried with Mayor Donnetta Skinner voting in favor and Vice Mayor Lincoln Litchfield abstaining.**
- X. City Council Members' Reports. (Non-Action Item)**
1. Councilperson Bob DeMars inquired about the Citizen of the Year.
 2. Mayor Donnetta Skinner stated they wanted the Council to take it over and they did not want to.
 3. County Commissioner Cliff Eklund stated the committee that did this got tired of doing it and they wanted the city to take it over. A Councilperson was assigned to work with the Committee and the following year there was a presentation at the City Park during the Car Show. It was disbanded and he did not ever feel the council should be taking it over.
 4. Councilperson Jay Duke report on the NNRDA action and stated Pam Borda gave a good assessment. It will be good for Carlin.
 5. Councilperson Pam Griswold stated 131 volunteer hours at the Senior Center. Robert Jess is going to do a Christmas home lighting program this year just for the Fire Department with WREC giving some prizes.
 6. Vice Mayor Lincoln Litchfield reported the Planning Commission is working on a chapter for livestock, chickens, etc. so that is easy for Administration to access.
 7. Mayor Donnetta Skinner reported on the lights and there will be something for children every night at the library prior to Christmas. There will be a hayride. The parade will be the 12th.

The Senior Center held a dinner for 60-70 people.

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

1. There was no report.

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

1. City Manager David Jones reported they have a letter from the NV Department of Taxation and the auditors met with the Mayor and I. The letter is from our attorney's and there are no liabilities for the City this year. He hopes the audit will be concluded in January. He got an email from Christopher Cooley of TIC who gave the city crews and equipment during the snow event. They are asking for a couple of projects that they can look at and see if their crews would be best in helping us. "I am asking that the Council and city staff to give me ideas in the next few days. I never want to turn down help". The mechanics position was posted for an extra 2 weeks. The newspaper stumbled with us a little bit and the lady he was working with was absent for a full week. There has been two (2) applicants, but one might be disqualified for not following the instructions. It will close on December 30".
2. Councilperson Pam Griswold discussed the timeline and her feelings about the time frame.
3. Public Works Director Carlos Esparza stated that they need to hire the right person and with the results they are getting, he would prefer another 3-4 people. There is no guarantee that they will hire someone.
4. Councilperson Pam Griswold stated she does not want to see it cut short.

XIII. 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 he has been getting questions from different Council members about the Chevron property. "We ran into a snag with liens on that, band, state, federal, IRS. We cannot even take it for taxes".
2. City Manager David Jones stated there was an issue of dust up there and he got with the County and blocked the property off with a more permanent barrier so that trucks cannot access it. That has created another complaint.
3. County Commissioner Cliff Eklund stated there is something like \$200,000 in liens.
4. City Manager David Jones stated the person who was interested in this was told to go straight to the County, because he did not want the City to be put in that problem.
5. Chief Fobes reported that his special officer, Walt Young, passed away at the age of 86 a couple of weeks ago.
6. Chris Woster of Farr West Engineering was introduced.

XIV. Adjournment. (Possible Action Item)

Councilperson Pam Griswold moved for adjournment with Vice Mayor Lincoln Litchfield seconding the motion. The meeting was adjourned at 8:01 p.m.

APPROVED:

DONNETTA SKINNER, MAYOR

ATTEST:

CITY CLERK LADAWN LAWSON