

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN MUNICIPAL COURT ROOM
101 S 8th Street
Carlin, NV
January 27, 2016, 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, City Attorney Bob Goicoechea, City Attorney Lauren Landa, Carlin Fire Chief Linda Bingaman,
2. Present: Carlin Ambulance EMT Robert Jess, Anna Dean, Linda Bingaman, Tom Bingaman, Tom Burney, Kathy Burney, Bob Heguy, Mary Cain, Fred Montes de Oca, Carlin Police Officer Floyd Davey, Jon Gift.

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. Officer Floyd Davies reported that currently they are at 435 calls related to 215 last year at this time. For the past 2 weeks there were 221 calls for service and last year was 114. Last 2 weeks they conducted 73 traffic stops, 24 citations and 15 agency assists, 6 for NHP, 1 for fire, 8 EMS and NDOW 2. They have generated 10 reports: 8 arrests, 1 warrant, 5 misdemeanor and 2 felony. There were 11 calls for service by code enforcement, issued 5 warnings, 1 citation, and released 6 canines that were brought in with 1 canine in the pound. There were 4 K9 deployments with 30 accumulated hours of training. Narcotics retrieved 18 hits of LSD taken off the streets, 7 ½ lbs of marijuana, 315.5 g of marijuana bark, 3.5 g of hash and we are seeing crack cocaine here, 2 g, and 2 g of heroin, 7 g of raw cocaine. We had an IRS scam and it was put on social media.
2. Councilperson Jay Duke confirmed the dog deployments.
3. Officer Floyd Davey stated they were for building searches only.
4. Councilperson Pam Griswold thanked him for the IRS alert.
5. Councilperson Bob DeMars inquired how they are informed on the drugs.
6. Officer Floyd Davey stated they are very active with the public and do get information from the public, as well as traffic stops, using the K9 at school and building searches, calls to the jail.
7. Lauren Landa introduced herself as the new Carlin City Attorney who grew up in Elko. She stated Item IV of the agenda would be removed for this evening's meeting and should not be considered by the Council tonight.
8. Vice Mayor Lincoln Litchfield inquired if she would be doing the bulk of the attorney's work from now on.

9. City Attorney Bob Goicoechea stated she will be taking over some of the job and would probably be taking over more as time goes on. She has been in practice about 3 years. He noted they are “very glad to have her”.
10. Lauren Landa stated she went to law school in Willamette, Oregon.
11. Firefighter Robert Jess reported the department had a total 433 calls in 2015 and promised he would have a more detailed report next time. In January, they responded to 46 calls: 37 medical, 1 public service, and 8 fire broken down into 3 false alarms, 1 hazmat, 2 structure fires, 1 vehicle accident and 1 mutual aid to Ryndon. He spoke about the AFG grant to replace outdated and damaged PPE and will be applying for a SERC Grant in February to replace the Hazmat PPE. They will hold an EMT class beginning on February 2 going until April with 10 signed up. One (1) member is on inactive, 1 has returned from inactive, 2 have finished probationary periods, and are at full membership of the Department. Four (4) applicants have started their 60-day probationary firefighter period. There is on Chief’s vehicle that is out of commission due to an accident. Currently the Department is at a maximum 35 members.
12. Discussion was held on the members and the junior firefighting program.

II. Review, discussion and possible approval of the 2015 Fiscal Audit provided by Bob Heguy and Mary Cain from Eide Bailly and all related matters. (Possible Action Item)

1. Mary Cain expressed her appreciation to City Manager David Jones and City Clerk LaDawn Lawson for their cooperation and hard work. She explained the city got a clean opinion and a couple of changes, one in the Accounting Principle and an adjustment of previous grant review. She noted there were a couple of findings this year, one a material weakness regarding report preparation because smaller entities do not have the in-house expertise to put this together. Another weakness was in Revenue Recognition and Accounts Receivable having to do with getting the transactions in the right place and a timing issue, which was solved by adjustments of the revenue. Another adjustment was made to the Capital Assets to get them corrected, as well as a timing issue in the Expenses and Accounts Payable, with some of the 2015 postings having been put in 2016. The final weakness was in the Controls of Adjusting Entries, which should be reviewed by someone in a timely manner and suggested they implement procedures to ensure that they are. She noted the last page, 75, is Auditor’s comments noting two over expenditures and they were discussed in detail on page 32. These were the only ones noted in the audit and corrected, noting there were less than last the prior year. She stated there was a hold up on the audit due to questions of the volunteer Fire Department and when they looked into it, from a financial reporting it was not significant enough to change the audit. She noted they would look at this every year.
2. Bob Heguy stated some of the deficiencies are software driven and they are required to note them as deficiencies, but Administration had already been looking at these. He stated many of these occur near the end of the year as adjustments are made. He stated they should “pat themselves on the back” because the General Fund is in “great shape”.
3. Councilperson Pam Griswold stated there are exactly the same recommendations and inquired if those are being addressed by training.
4. City Manager David Jones stated the software is in the process because the City has not spent any money to upgrade the accounting software programs over a long period of time. “We are still running a program that was constructed 10-15-20 years ago, which is Caselle Classic and are currently being upgraded to Clarity”.
5. City Clerk LaDawn Lawson agreed noting that is true and the other upgrade is “Connect”. She is hoping that the upgrades will be put in by March.
6. City Manager David Jones stated, “They actually have to come in and take the program out of our system, which inhibits us from using it. They take it and do the work and then give it back to use and we have to approve it and go forward with the newest Connect product”.
7. City Clerk LaDawn Lawson stated, “One of the problems for the holdup was the programmers gave them the Clarity product, but it was not prepared for business licenses and cemetery.”

Those are now ready, but in the meantime, they also have created Caselle Connect, so it is causing us to do another catch-up. The Clarity had a lot of glitches in it and they had to retake the program and put it back in. It is difficult for us to give it to them, as we use it every day all day long”.

8. Discussion was held on oversight, which would rotate between the City Manager and City Clerk, which is just a good general practice.
9. **Councilperson Jay Duke moved for approval of the 2015 Fiscal Audit provided by Bob Heguy and Mary Cain from Eide Bailly and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried with Mayor Donnetta Skinner voting in favor.**

III. Second reading and possible adoption of Ordinance 243 Establishing the Carlin Municipal Court as a Court of Record Which Amends the City Code by adding Chapter 12 to Title 1 of the Carlin City Code and all related matters. (Non-Action Item).

1. City Manager David Jones reported this is the second reading of the ordinance. “In reality it is not an additional expense for the City of Carlin and probably will save more money because they would be doing everything they can do as a court of record with the main advantage of a case being appealed, the appellate judge can review it and make a decision off the records. This eliminates convening a new trial.
2. **Councilperson Pam Griswold moved for adoption of Ordinance 243 Establishing the Carlin Municipal Court as a Court of Record Which Amends the City Code by adding Chapter 12 to Title 1 of the Carlin City Code and all related matters.** Vice Mayor Lincoln Litchfield seconded the motion. The motion carried with Mayor Donnetta Skinner voting in favor.
3. City Manager David Jones read: “AN ORDINANCE ENTITLED “ESTABLISHING THE CARLIN MUNICIPAL COURT AS A COURT OF RECORD”, WHICH AMENDS THE CITY CODE BY ADDING CHAPTER 12 TO TITLE 1. Which will be known as Ordinance 243”.

IV. Review, discussion and possible consideration to censure the Mayor and all related matters. (Possible Action Item)

1. Laura Landa stated this item has been deleted and should not be considered. She noted it may be considered at later date.

V. Review, discussion and possible approval of the Minutes from 12/9/2015 and all related matters. (Possible Action Item)

1. **Councilperson Jay Duke moved for approval of the Minutes from 12/9/2015 and all related matters. Councilperson Pam Griswold seconded the motion. The motion carried with Mayor Donnetta Skinner voting in favor.**

VI. Review, Discussion and possible approval of payments for the periods 1/13/2016 to 1/27/2016, and all related matters. (Possible Action Item)

1. Vice Mayor Lincoln Litchfield explained he would abstain because he is the Manager of Auto Zone. .
2. **Councilperson Jay Duke moved for approval of the payments for the periods 1/13/2016 to 1/27/2016 and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried with Mayor Donnetta Skinner voting in favor and Vice Mayor Lincoln Litchfield abstaining.**

VII. City Council Members’ Reports. (Non-Action Item)

1. Councilperson Pam Griswold stated there have been no meetings for her to attend. She stated they had a good turnout for the anniversary luncheon of the Carlin Open Door Senior Center.

2. Vice Mayor Lincoln Litchfield had no report.
3. Councilperson Bob DeMars discussed the events of the 2016 year at the Gold Rush Motor Park.
4. Councilperson Jay Duke reported on the NNRDA meeting today and they are going to shift to a Nevada Lands Institute that will benefit them. This is a pilot program. He stated there would be a housing summit, which the council needs to attend; NNRDA paid \$750 toward the presentation at that summit. "We have addressed housing in many ways in this region, but not Affordable Housing. We need homes in Carlin that the people can afford. Pam Borda has initiated this Summit and it is exciting". He explained that GBC is trying to move from a community college to a state college, which would help allow more 4-year degrees. He stated that helps Carlin too.
5. Mayor Donnetta Skinner stated it has been busy in Carlin. She noted Ellen Meshefski has been doing a lot with Park & Rec. There have been comments on the roads in town, but Public Works Director Carlos Esparza will be getting to them as soon as the weather improves.
6. Councilperson Pam Griswold stated Ellen Meshefski was nominated for female volunteer for the Elko County.

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 the annual POOL/PACT meeting is coming up.

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. Tom Burney stated he would like the City weigh in on the second municipal court. He discussed his opposition to this.
2. Councilperson Jay Duke suggested he talk to Mr. Olsen for more information.
3. Tom Burney stated he thought it boiled down to training issues in the court. He would give very poor marks for the people there and in his time, he never saw a judge there for 6 months.
4. Mayor Donnetta Skinner stated that she wanted to investigate further.
5. City Attorney Bob Goicoechea stated it is not on the agenda to discuss and he does not know enough about it.
6. Linda Bingaman stated, "what was voted on at the Fire Department meeting was that there are 6-7 members who have not been active". They took a poll of those who had not been active and they plan to check with the individuals to see if they want to be active or not.
7. Councilperson Jay Duke suggested that they give written notice if Linda Bingaman is not going to be present.

XI. Adjournment. (Possible Action Item)

Councilperson Jay Duke moved for adjournment with Vice Mayor Lincoln Litchfield seconding the motion. The meeting was adjourned at 7:49 p.m.

APPROVED:

DONNETTA SKINNER, MAYOR

ATTEST:

CITY CLERK LADAWN LAWSON