

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN MUNICIPAL COURT ROOM
101 S 8th Street
Carlin, NV
March 23, 2016, 7:00 p.m.

Call to Order and Roll Call:

Mayor Donnetta Skinner called the meeting of the City Council to order at 7:02 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, Police Chief Dennis Fobes, City Attorney Lauren Landa
2. Present: Anna Dean, Karla Jones, Ronie Waddell, Kathy Burney, Steven Wilkinson

Pledge of Allegiance

Mayor Donnetta Skinner read: **The public may address the Board on agenda items as they are reviewed, at the discretion of the presiding officer or during the time reserved for Comments by the General Public, after being recognized by the presiding officer. The Public and all persons addressing the Board must abide by the requirements of the Carlin Municipal Code 1-6-11, detailed at the end of the agenda.**

- 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 special events liquor license for Ellen Meshefski on behalf of the Carlin Park and Recreation Board and all related matters. (Possible Action Item)**
 1. Vice Mayor Lincoln Litchfield inquired if all of the funds go to the Park & Recreation, in other words does anyone selling liquor pay the City.
 2. Ellen Meshefski reported she applied for the license through the Park and Recreation Board, which also covers the Friends of the Library. When the Friends of the Library does their walk and other events, that money goes to the Friends of the Library.
 3. Vice Mayor Lincoln Litchfield inquired if anyone selling liquor, shots at the softball tournaments, for example, where does that money go.
 4. Ellen Meshefski stated that money goes to the Friends of the Library.
 5. Karla Jones stated at the 4th of July if they sell alcohol and the Fire Department sells mixed drinks, the Department has its own license.
 6. Ellen Meshefski stated the Friends of the Library apply for a license every time it comes up. They buy their own also.
 7. **Councilperson Bob DeMars moved for approval of a special events liquor license for Ellen Meshefski on behalf of the Carlin Park and Recreation Board and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried.**

III. Staff is requesting direction from Council regarding whether or not staff should prepare a Resolution to revoke Resolution 2003-05 a Resolution to Waive Monthly Utility Bills for Retired City Employees of the Personnel Policy Manual and all matters related thereto. (Possible Action Item)

1. Mayor Donnetta Skinner corrected the word “weather” in the agenda item to “whether”.
2. City Clerk LaDawn Lawson stated she has not had any employee ask for this benefit currently, but there are people that will soon qualify. “I have a problem; I cannot track them. I do not know if they have had a job after they left the City, as that is a requirement that they not have a job. They have to be 65 before the benefit starts. It is a nice benefit, but causes a lot of tracking problems”.
3. Mayor Donnetta Skinner disagreed. She stated after working for the City for 20 years, that is one of the perks that should go with it. It is only \$77.00 a month.
4. Discussion was held about an employee’s wife if the employee dies.
5. Councilperson Bob DeMars stated the benefit is nontransferable.
6. City Clerk LaDawn Lawson stated this item is for discussion.
7. Steve Wilkinson stated he thought they should not change it, noting there might be 2-3 people who might get it within the next 5 years. I don’t think they even know about it.
8. City Clerk LaDawn Lawson inquired if the Council wants Administration to notify people that are eligible or just give it to them. She noted if she was not there, would anyone know it was even available.
9. Steve Wilkinson stated if it were waived, there would be issues with the union.
10. City Attorney Lauren Landa stated this agenda item is only for staff direction, so any other language would have to be brought back to the Council.
11. City Clerk LaDawn Lawson stated she has worked for the City for almost 20 years.
12. Councilperson Pam Griswold stated she agrees with City Clerk LaDawn Lawson that it could be a tracking headache and how are you going to ask anyone if they are working and provide proof.
13. Councilperson Bob DeMars stated it is a good benefit for an employee.
14. Vice Mayor Lincoln Litchfield stated he has no problem.
15. Ronie Waddell does not agree if they are going to put conditions on it and how does that effect someone like Eole Pacini who’s husband retired from the City?
16. Councilperson Pam Griswold stated this Resolution was approved in 2003 and does not say it is retroactive.
17. City Clerk LaDawn Lawson stated the other problem is that the computer system only keeps records for 5 years.
18. Karla Jones suggested they keep it as it is and bring it back for the issue of whether they worked somewhere else or not or other changes.
19. **Councilperson Bob DeMars moved staff should not prepare a resolution to revoke Resolution 2003-05 a Resolution to Waive Monthly Utility Bills for Retirees of the City of Carlin and all matters related thereto. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried.**

IV. Staff is requesting direction from Council regarding whether or not to add Resolution 2004-05 a Resolution Setting Forth Probationary Raise for Employees who Successfully Complete their Six-Month Probationary Periods to the current Employee Policy Manual titled City of Carlin Employment Policy Revised March 23, 2011 by proposal of an appropriate amendment to the Manual or whether or not staff should prepare and present a resolution to present to Council regarding revoking Resolution 2004-05, and all related matters. (Possible Action Item)

1. Mayor Donnetta Skinner inquired why this was not put into the Manual in 2011.

2. City Manager David Jones stated it is not in the Employee Policy Manual. The Council passed that, but the council since then passes a Policy Manual without this in it.
3. City Attorney Lauren Landa stated "You can make a motion to amend the Employee Policy Manual or directing staff to revoke that resolution".
4. Mayor Donnetta Skinner stated it should not need to be amended, it should have been put in when it was done.
5. City Manager David Jones explained he did not have anything to do with it at the time. "We are trying to correct something that was missed".
6. Mayor Donnetta Skinner stated, "We have to catch up on the stuff that was not done".
7. **Councilperson Pam Griswold moved for approval of staff to prepare and present a resolution to put Resolution 2004-05 in the employee manual.**
8. City Attorney Lauren Landa stated, "You have the power to just amend the Policy Manual to include that Resolution".
9. Mayor Donnetta Skinner stated, "We want you to put it in there just like it should have been in 2011. It should have been in there for the past 5 years".
10. City Manager David Jones stated there was a motion on the floor.
11. The motion died.
12. City Attorney Lauren Landa stated the Resolution would be the same one approved in 2011 with no alterations.
13. **Councilperson Pam Griswold moved to approve staff to amend the Employee Policy Manual to include Resolution 2004-05 as presented. Vice Mayor Lincoln Litchfield seconded the motion. The motion carried.**
14. City Manager David Jones stated this had been taken out of the Policy Manual in 2011
15. Councilperson Bob DeMars stated there have been quite a few items that City Manager David Jones and City Clerk LaDawn Lawson have found that were missed in the past and they are fixing them.

V. Review, discussion and possible approval of City expenditures for the periods 3/4/2016 to 3/18/2016, and all related matters. (Possible Action Item)

1. Vice Mayor Lincoln Litchfield recused himself from voting.
2. Councilperson Pam Griswold inquired on the dollar amount they are spending for concessions was that strictly for the ballpark or did it have anything to do with the Equestrian Park.
3. City Manager David Jones stated they have not done anything with the Equestrian Center at this time. They want to tear down what they have and start over. We are getting the ballpark up to code for the Division of Health, etc. "I pitched the idea of buying a mobile concession stand to them that meets the code. This would be mobile and be taken to any events in the City".
4. Councilperson Pam Griswold inquired how often the water testing is done.
5. Steve Wilkinson stated twice a month.
6. **Councilperson Pam Griswold moved for approval of City expenditures for the periods 3/4/2016 to 3/18/2016, and all related matters. Councilperson Bob DeMars seconded the motion. The motion carried.**

VI. Review, discussion and possible approval of the Regular Meeting Minutes for the City of Carlin, City Council Meeting on February 10, 2016, and all related matters.

1. Vice Mayor Lincoln Litchfield stated there was a spelling error of "Bingo" on Page 8.
2. Councilperson Pam Griswold noted an error on Page 2, VI. 4. the word "speaks" should be "speak".
3. Councilperson Bob DeMars found an error on Page 8 XI, 6. Delete "He thinksabout."
4. **Vice Mayor Lincoln Litchfield moved for approval of the Regular Meeting Minutes for the City of Carlin, City Council Meeting on February 10, 2016 as corrected, 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 reported April 1, 2, and 3 is the first event at the racetrack. He stated there would be a new concession stand at the track this year.
2. Discussion was held on the grading of the road just past the entrance of the Equestrian Park.
3. Councilperson Bob DeMars stated the road is being built by Q and D Construction, not the City.
4. Vice Mayor Lincoln Litchfield reported the Planning Commission will meet on the 6th and hopefully they will get through the Title 3. They are doing one more full review to check for errors. It has been a 16-year effort that he recalls.
5. Councilperson Pam Griswold stated the Equestrian Park meeting discussed the events they would hold, such as the Bronco Bash and Ranch Hand Rodeo, involvement with the Western Heritage Festival. They are talking about moving the announcer's stand and they will seek bids for that. The Board is considering taking back the concessions. They are taking classes for safe food from the Health Department and performing the 3 recommendations they have requested.
6. Discussion was held on the placement of the announcer's stand and concession stand.
7. City Clerk LaDawn Lawson stated they might be having another rodeo event.
8. Councilperson Pam Griswold stated that would be a Mexican rodeo. The barrel racing did not do as well as they hoped last year.
9. Discussion was held on the announcer's stand placement currently is not effective.
10. Vice Mayor Lincoln Litchfield inquired why this was not done before.
11. City Clerk LaDawn Lawson stated the current stand blocks the view and there are not two windows for the time keeper to do their job.
12. Mayor Donnetta Skinner stated they tried to do this as economically as they could at the time. She stated several people have asked about Clean-Up Week being a community effort. Carlin is not good at volunteers. She would like to see a Best Yard in Town with a prize.
13. City Attorney Lauren Landa stated they cannot make any decisions, it has to be agendaized. Be careful of the deliberations on the agenda.
14. Mayor Donnetta Skinner stated they do not want them to know about it yet. Clean-Up will be May 9 -16. They suggested that they have the two mines compete each other on the number of loads.
15. Vice Mayor Lincoln Litchfield suggested they put this on the agenda.
16. Mayor Donnetta Skinner stated this weekend is the Easter Egg Hunt at 7:30 p.m.
17. Councilperson Pam Griswold confirmed the one at Chinese Gardens is Friday at 7:30 and 2:00 p.m. on Sunday.
18. Ellen Meshefski stated they started holding the two hunts for different age groups. This year there will also be a movie, hot dogs and pop.

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

1. City Clerk LaDawn Lawson stated she had no report. Mayor Donnetta Skinner mentioned that they have three (3) candidates who filed for the two (2) City Council seats that are open.

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

1. City Manager David Jones reported the reason that the road is going in up there is because it is part of their development agreement. He has been told that Redcor is going to finish part of their development agreement and do their paving as well. The Duckwater property has been cleaned up substantially and I was informed that ESCO is pulling out. There are 2-3 items left on the concession stands at the Park and then the Health inspector can come. Continue to work on the budget, still waiting for some of the figures from the state. He does not have the correct ad valorem yet. Continues to meet with the department heads and the State has also changed the Consolidated tax.
2. Councilperson Pam Griswold inquired about the grant on the old State Inn on Main Street.
3. City Manager David Jones stated SHIPCO is in the middle of it considering the historical

preservation. Once a building is property documented it can come down. “The paperwork is a nightmare”.

4. Councilperson Pam Griswold inquired, TIC inquired about projects they could get involved with after the snowstorm.
5. City Manager David Jones stated they did send some projects to them and have not heard back from them. They are preparing now for the shutdowns at the mines. One of the projects was a concession stand, which have been done. The other project was the reader board by the Senior Center.
6. Councilperson Pam Griswold stated that Deb Beck, Senior Center Director was going to write to WREC and see if they donate the labor and the Senior Center pay for the parts.
7. Mayor Donnetta Skinner inquired about the scoreboard.
8. Steve Wilkinson stated it is working today.

X. Carlin Police Department Report. (Non - Action Item)

1. There was no report.

XI. Carlin Fire Department Report. (Non - Action Item)

1. There was no report.

XII. 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. Chairperson Ellen Meshefski thanked the Council for all of their help and Councilperson Pam Griswold for attending the meetings. She thanked City Manager David Jones for providing information to them. There is a 19th tournament Ice Breaker on April 16 with Little League teams.
2. Discussion was held on the facilities for the tournaments.

XIII. Adjournment. (Possible Action Item)

Councilperson Pam Griswold moved for adjournment with Vice Mayor Lincoln Litchfield seconding the motion. The meeting was adjourned at 8:04 p.m.

APPROVED:

DONNETTA SKINNER, MAYOR

ATTEST:

CITY CLERK LADAWN LAWSON