

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
April 25, 2012, 7:00 p.m.

Call to Order and Roll Call:

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

1. Council Members Present: Vice Mayor Donnetta Skinner
Councilperson Lee Griswold
Councilperson Lincoln Litchfield
Absent: Mayor Cliff Eklund
Councilperson Steve Feasel
2. Administrative Staff: City Manager Glenn Trust, City Clerk LaDawn Lawson, Chief of Police William Bauer
3. Present: Roger Anderson, Lloyd Myers, Rick Anderson, Karla Jones,

Pledge of Allegiance

- I. **Discussion and possible renewal of a Special Use Permit for Joseph and Melissa Thacker to operate a licensed daycare business at their residence located at 602 Elm Street, Carlin, Nevada, and all related matters. (Action Item)**
 1. Vice Mayor Donnetta Skinner reported the Thackers were not present.
 2. City Clerk LaDawn Lawson stated she did not know if they are still in business and has not heard anything on this item. She stated the Permit has to be renewed every 2 years and they were sent a notice.
 3. **Councilperson Lincoln Litchfield moved to table renewal of a Special Use Permit for Joseph and Melissa Thacker to operate a licensed daycare business at their residence located at 602 Elm Street, Carlin, Nevada, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried.**

- II. **Review and possible approval of a proposed contractor to upgrade and enhance the City of Carlin's website, and all related matters. (Action Item)**
 1. City Manager Glenn Trust reported Heather Trujillo and Karla Jones headed up the committee to evaluate this issue, noting the current website is not user friendly for the staff. He stated they are looking for a contractor that could develop a new website or use the current website as a basis for enhancement and usability. He explained they conducted a search and narrowed it down to three (3) companies and the one being proposed has the lowest fees. He stated they also have the greater number of options. He stated the development up front cost would be \$4,800.00 and there is an annual maintenance fee of \$2,340.00. He stated they are currently spending between \$1500.00 and \$2000.00 a year. He stated the expenditure would be budgeted through Capital Improvement.
 2. Vice Mayor Donnetta Skinner noted Civic Plus seems to be the best one.
 3. Councilperson Lee Griswold agreed.
 4. Councilperson Lincoln Litchfield agreed, noting he liked the ability of the staff being able to access the website and make changes.
 5. **Councilperson Lincoln Litchfield moved for approval of a contract with Civic Plus to upgrade and enhance the City of Carlin's website at a cost of \$4,800.00 and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried unanimously.**

- III. Discussion and possible approval of designating the week of May 20 through May 26, 2012 as Carlin Clean-up week, and all related matters. (Action Item)**
1. Vice Mayor Donnetta Skinner explained this has been a problem for the Senior Center with its yard sale, as it falls within the Memorial Day weekend. She stated most of the seniors would be gone.
 2. Councilperson Lincoln Litchfield and Councilperson Lee Griswold stated they have no problem with the date.
 3. City Manager Glenn Trust stated the dump would be open to the public all week at no charge with Kristi Moffett manning it on the weekend. He stated the City would be doing clean up.
 4. Vice Mayor Donnetta Skinner inquired if the City crews would pick up seniors' trash.
 5. City Manager Glenn Trust stated he thought they could make arrangements on a case-by-case basis.
 6. Discussion was held on putting trash in the alleys.
 7. **Councilperson Lincoln Litchfield moved for approval of designating the week of May 20 through May 26, 2012 as Carlin Clean-up week, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**
- IV. Discussion and possible designation and appointment of a representative from the City of Carlin to the Executive Board of the Central Dispatch Administrative Authority, and all related matters. (Action Item)**
1. Vice Mayor Donnetta Skinner stated Mayor Cliff Eklund had suggested that Police Chief Bill Bauer be appointed as representative.
 2. Chief Bauer stated he had mixed feelings, but he would sit on both boards for the time being and at some point he would get someone from his department as an alternate.
 3. Vice Mayor Donnetta Skinner stated she and Mayor Cliff Eklund had discussed that and they might be able to get someone later.
 4. Councilperson Lincoln Litchfield stated he would like to see an alternate so Chief Bauer can eventually hand that over.
 5. Vice Mayor Donnetta Skinner stated the problem is that he is on the other board too.
 6. Chief Bauer stated he would like to "groom someone" to take over the other board and he would stay on the Executive Board.
 7. **Councilperson Lincoln Litchfield moved for approval of the appointment of Police Chief William Bauer as representative from the City of Carlin to the Executive Board of the Central Dispatch Administrative Authority and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**
- V. Review, discussion and possible approval of an amended Metered Water Billing Unit Calculation Table to be made part of Resolution 2011-13, which established metered water rates for the City of Carlin, and all related matters. (Non-Action Item)**
1. City Manager Glenn Trust stated the Council approved a water meter billing rate a couple of months ago and a formula for accomplishing that. He explained that Robert Bratcher noted they omitted a couple of items, lawn/garden sprinkler or drip head and shower only without bath and therefore were unable to calculate that cost. He noted nothing was changed in the Resolution or water rates and only affects those putting in these items.
 2. Karla Jones inquired how this would affect the new planning and zoning of RV parks and whether anything would have to be submitted to a lawyer.
 3. City Manager Glenn Trust replied negatively.
 4. City Clerk LaDawn Lawson stated if someone should put in an RV park, they would come to the City to find out what the rates would be.
 5. Councilperson Lincoln Litchfield stated it would be the same.
 6. **Councilperson Lincoln Litchfield moved for approval of an amended Metered Water**

Billing Unit Calculation Table to be made part of Resolution 2011-13, which established metered water rates for the City of Carlin, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.

VI. Review, discussion and possible approval of the City of Carlin's Financial Report for the third Quarter of fiscal year 2011 - 2012, and all related matters. (Possible Action Item)

1. City Manager Glenn Trust reported on the balance sheets and the grants fund shows liability that will be transferred into cash received. He noted they cannot hold grant money in a bank account unless the money is spent in the year received. He stated the Park & Recreation Fund is solely funded by room tax. He noted all the funds balance. He stated the City has received year –to-date Ad Valorem taxes of \$250,996.83 and that is a little short of where they hope to be by the end of the year. He stated the Consolidated Tax is holding steady and appreciates the input by the council on the legislative issue.
2. Jeff Williams stated that Cash Minor has gone to Carson City to fight this.
3. City Manager Glenn Trust stated their response is to oppose the offset of the large cities budget by cutting small towns.
4. Jeff Williams stated his understanding is that the County is in agreement with the cities' position.
5. City Manager Glenn Trust stated all the departments are currently running under their budgeted expenditures.
6. Councilperson Lincoln Litchfield stated his appreciation to the departments.
7. **Councilperson Lincoln Litchfield moved for approval of the City of Carlin's Financial Report for the third Quarter of fiscal year 2011 - 2012, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**

VII. Review, discussion and possible approval of a plan for a proposed neighborhood park on City owned property at Main Street and Sixth Street, presented by Councilperson Lincoln Litchfield, and all related matters. (Action Item)

1. Councilperson Lincoln Litchfield stated he took this item to the Planning Commission and the maintenance was their only concern. He stated maintenance would be minimal during the growing season with most of the clean up at the end of the year. He noted a lot-sized park is a "Pocket Park that promotes curb appeal, which in turn affects property values. He stated this can "trickle out to the rest of the community". He explained it is a small park accessible to everyone and often are on irregular spots. He stated the one he designed is a sitting park and these parks bolster civic pride and provide a sense of ownership to the neighborhood. He noted some of them incorporate playgrounds. He stated the schools could use it as a learning experience. He stated the unexpected benefit is that people are thrust into interacting and gathering with their neighbors. He noted the plans for 6th and Main Streets include a basic layout, landscape design and irrigation lines. He stated the plans for a pergola are included for shade.
2. Vice Mayor Donnetta Skinner stated she does not want to be taking care of neighbors gardens and she is not sure that the neighbors would take care of it. She suggested that it has to be set up so that the City is not responsible.
3. Councilperson Lee Griswold stated they could not count on volunteers.
4. City Manager Glenn Trust stated Public Works Director Carlos Esparza express concern and inquired about the initial digging, installation, drainage and planning. He stated the concern is that they have limited staff currently and the project could take a significant amount of time, as well as the budget concerns.
5. Councilperson Lincoln Litchfield stated he did not figure out the budget for the entire project.
6. Vice Mayor Donnetta Skinner stated they had first considered a slab of cement for that property where neighbors could gather and it did not go over well because it was close to the

- bar. She had considered it a place for possible dinners or gatherings, but she did not have positive response and she thought it was because of what the citizens thought might go on there. She agreed it is a great idea and the site should be used, but the kids might vandalize all of the plants, because there is not a lot of coverage on this part of town.
7. City Manager Glenn Trust stated, "In a perfect world, it is exactly what he would like to see", but concerns of staffing and relying on the City to do it, it would not be a top priority.
 8. Councilperson Lincoln Litchfield stated it could be a 2-3 year project.
 9. Vice Mayor Donnetta Skinner stated he should bring some costs to the Council.
 10. City Manager Glenn Trust stated if Councilperson Lincoln Litchfield has a budget and wanted to phase this in over a series of years, a breakdown of the expenditures for each year would be helpful.
 11. Councilperson Lincoln Litchfield stated the first item would be to move the sidewalk and he has no idea on that cost. He stated the sidewalk is currently a liability. He stated the next year would be irrigation for the trees and shrubs, moving from the west to south side.
 12. Rick Anderson stated anything done to improve the City is a good idea.
 13. Jeff Williams explained that people would take care of it only if they have "skin in the game". He suggested the citizens be contacted and see if people would sign up, those people would generally be the ones who follow through. He stated if they do not have a reason to be part of it, they will not take the responsibility and if they will not sign on at the beginning, they will never participate.
 14. Discussion was held on the garden.
 15. Karla Jones stated they could have a fund for playground and beautification. She agrees with Jeff Williams, but there has to be a way to do low maintenance and does not take from the City crews' schedule.
 16. **Councilperson Lincoln Litchfield moved to table approval of a plan for a proposed neighborhood park on City owned property at Main Street and Sixth Street, presented by Councilperson Lincoln Litchfield, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**

VIII. Possible approval of the minutes for the Regular Meeting of the Carlin City Council on February 22, 2012 and March 14, 2012 and the Budget Workshops on March 21, 2012 and March 28, 2012, and all related matters. (Action Item)

1. **Councilperson Lee Griswold moved for approval of the minutes for the Regular Meeting of the Carlin City Council on February 22, 2012 and March 14, 2012 and the Budget Workshops on March 21, 2012 and March 28, 2012, and all related matters. Councilperson Lincoln Litchfield seconded the motion. No vote was taken because of lack of members sitting who had been present.**
2. City Manager Glenn Trust stated the February 22, 2012 can be voted on, the March 14 and March 21, 2012
3. Karla Jones pointed out corrections for February 22 and City Clerk LaDawn Lawson stated she would make the corrections.
4. **Councilperson Lincoln Litchfield moved for approval of the minutes for the Regular Meeting of the Carlin City Council on February 22, 2012 with corrections and the Budget Workshop on March 28, 2012, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**

IX. Review, discussion and possible approval of payments for the period 4/12/2012 to 4/25/2012, and all related matters. (Action Item)

1. **Councilperson Lincoln Litchfield moved for approval of payments for the period 4/12/2012 to 4/25/2012, and all related matters. Councilperson Lee Griswold seconded the motion with Vice Mayor Donnetta Skinner voting in favor.**

X. City Council Members Report. (Non-Action Item)

1. Councilperson Lee Griswold had no report.
2. Councilperson Lincoln Litchfield reported he was at the Icebreaker tournament and commented on the players.
3. Karla Jones reported on the Spring Fling with a record 151 people and money is still coming in with a previous total of \$9495.00. She reported Steve Griswold won the gun this year. She thanked Public Works Director Carlos Esparza and his crew.
4. Vice Mayor Donnetta Skinner reported the power was going off at the Park and she would like that checked.
5. City Manager Glenn Trust stated they redid the electricity going into the concession stand last year and he does not know if any equipment has been added since then.
6. Vice Mayor Donnetta Skinner stated the concession stand was cleaned and the tournament was the best that they had in the years, making more money than the last 2 years. She stated the cemetery is looking good and reminded everyone of the Memorial Day Program.

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 Glenn Trust had reported the bid for the radio upgrades would be in the newspaper on April 26. He stated the library has been awarded to MGM and they have the Notice to Proceed.

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. Karla Jones reported the City needs to consider getting the fire extinguisher in the concession stand inspected and possibly having the sprinklers come on at different hours than the meeting times.
2. Vice Mayor Donnetta Skinner inquired if they could have more bags at the park for dog litter.

XII. Adjournment. (Action Item)

Councilperson Lincoln Litchfield moved for adjournment with Councilperson Lee Griswold seconding the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor. The meeting was adjourned at 8:04 p.m.

APPROVED:

**_____
VICE MAYOR DONNETTA SKINNER**

ATTEST:

**_____
CITY CLERK LADAWN LAWSON**