

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
January 11, 2012, 7:00 p.m.

Call to Order and Roll Call:

Mayor Cliff Eklund 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
3. Present: Roger Anderson, Lloyd Myers, Gayle Hardisty, Howard Wright, Thomas A. Mix, Jerri Conrad, Katri Branmueller, Fred Montes de Oca, Becky Gaylene, Diana Nichols, Gary Nichols

Pledge of Allegiance

I. Discussion and possible approval of a response from Converse Consultants to the City's request for proposal (RFP) to conduct Brownfields Assessments, and approval of the professional services agreement to be executed for these services, and all related matters. (Action Item)

1. City Manager Glenn Trust reported Thomas A. Mix, Jerri Conrad, and Kathi Brandmueller were present to answer questions. He stated the City of Carlin has applied twice and Converse Consultants assisted them in both applications to receive an EPA grant to conduct Brownfields Assessments for hazardous materials and petroleum by-products. He reported they have been awarded a \$400,000 grant to conduct those assessments and the next step was to find someone qualified to do that. He stated the proposals were sent to 15 different companies and has been published in the newspaper three different times. He noted that Converse Consultants was the most responsive and with the most experience. He stated that Converse has helped on a number of their past projects. He stated the committee of Karla Jones, Heather Trujillo and he agreed to award the contract to Converse Consultants.
2. Councilperson Lincoln Litchfield inquired about the timeframe.
3. Tom Mix stated the grant period is typically two (2) years
4. City Manager Glenn Trust stated they have done a number of these projects in Nevada.
5. Vice Mayor Donnetta Skinner inquired if the public had questions and there were none.
6. **Councilperson Lincoln Litchfield approval of a response from Converse Consultants to the City's request for proposal (RFP) to conduct Brownfields Assessments, and approval of the professional services agreement to be executed for these services, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**
7. City Manager Glenn Trust indicated he has the agreement on his desk and it can be executed the next day. He noted the Mayor would be back on Saturday.

II. Discussion and possible approval of the parceling of City-owned property on Carlin Trend Dr at SR 766, APN 002-210-035 into two parcels for possible sale to two separate prospective purchasers, and all related matters. (Action Item)

1. City Manager Glenn Trust reported this parcel is located across from Haycock and there are two (2) companies looking at these parcel, both are substantial companies, one Redcor and another who asked not to publicize their name. He stated both companies know the other is

- interested and have agreed to work out the parceling. He stated today he needs approval for the re-parceling.
2. Vice Mayor Donnetta Skinner inquired if there were any questions.
 3. Fred Montes de Oca inquired who pays for the split.
 4. City Manager Glenn Trust stated the City typically pays for the parcel map.
 5. Howard Wright inquired on the size.
 6. City Manager Glenn Trust stated it would not be split evenly, but it has been appraised and that has not been approved by the City. He stated if this is approved, he can then set out the map and determine where they will be located and on what size of the property.
 7. Fred Montes de Oca inquired if it is a sure deal. He stated if it is made into several parcels, the City might not be able to sell it.
 8. City Manager Glenn Trust stated the issue is only the authority by the Council to go through the parceling. He stated he cannot arbitrarily decide to parcel property and noted that one (1) company was interested in the entire 25 acres and the second company approached them and he got the two (2) companies together who discussed it and the one company is willing to give some of the land to the second company.
 9. Vice Mayor Donnetta Skinner stated they have had a difficult time getting anyone interested because of the shape.
 10. **Councilperson Lincoln Litchfield moved for approval of the parceling of City-owned property on Carlin Trend Dr at SR 766, APN 002-210-035 into two parcels for possible sale to two separate prospective purchasers, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**

III. Discussion and possible approval of a proposal to allow development of the old Senior Center, 718 Cedar Street as a City Museum, and all related matters. (Action Item)

1. City Manager Glenn Trust reported he was approached by Fire Chief Will Johnston to make this museum and he would head up the committee. He noted Engineer Tom Ballew has suggested that they have a structural engineer confirm that it is structurally safe. He noted he foresees this will be a longterm project.
2. Vice Mayor Donnetta Skinner stated they could probably get some grant funding, which she has checked on before. She stated it would take some grant funding to get it back "in shape".
3. Councilperson Lincoln Litchfield stated he has wanted to have something done with the building since he has lived in Carlin and something needs to be done with it.
4. Vice Mayor Donnetta Skinner stated if something is not done soon, they would lose the use of the building because of condition.
5. Roger Anderson stated, "That is the last old building in Carlin and something should be done".
6. **Councilperson Lincoln Litchfield moved for approval of a proposal to allow development of the old Senior Center, 718 Cedar Street as a City Museum, and all related matters. Councilperson Lee Griswold seconded the motion and Vice Mayor Donnetta Skinner voted in favor.**

IV. Review, discussion and possible approval of a request for a waiver of the installation of curb, gutter and sidewalk at 1542 Chestnut Street, Carlin Nevada by Gary and Gayle Hardisty as a requirement of Building Permit 11-067, and all related matters. (Action Item).

1. Gayle Hardisty provided a letter from NDOT, noting she has planted a number of trees and NDOT requested that those be removed. She stated she has a permit to keep the bushes and one (1) tree and has removed the other trees. She stated it was railroad property before and NDOT has it now. She suggested NDOT could put in the curb, gutter and sidewalk.
2. City Manager Glenn Trust stated it is a NDOT right-of-way and we do commonly install curb and gutter. He stated they have received permits from NDOT for curb, gutter and sidewalk, and the City will obtain the permit.

3. Councilperson Lincoln Litchfield stated it is over \$10,000, which is the threshold for waivers and the Building Permit indicates that curb, gutter and sidewalk is required, which she (Gayle Hardisty) initialed.
4. Gayle Hardisty noted she did not understand that she had to provide that or she would not have put in the garage.
5. Councilperson Lee Griswold stated the City has to stop giving waivers and “if we stop requiring this, we are back where we started”.
6. Gayle Hardisty stated there is no one else there and it “would look pretty silly”.
7. Vice Mayor Donnetta Skinner explained the improvement makes the City look better and makes a big difference.
8. Gayle Hardisty stated they cannot afford to put it in.
9. Vice Mayor Donnetta Skinner inquired if she had an assessment of cost. She would like to see that improvement along the whole street done for the children to walk on.
10. Gayle Hardisty inquired why the City doesn’t install it. She stated, “I do not think it is my place to do it”.
11. Vice Mayor Donnetta Skinner stated it is not the City’s responsibility.
12. Discussion was on the removal of trees.
13. Councilperson Lincoln Litchfield stated there are already requirements for state highways, such as the City having to remove a sign that would cause an accident. He stated he does not have a problem with giving her an extension of two years, but she needs to put it in.
14. Councilperson Lee Griswold stated they cannot keep making exceptions.
15. Roger Anderson stated when his boy started putting storage units in NDOT told him he wouldn’t have to put in curb, gutter, and sidewalk until the ditch was filled in and then he had to put it in. He stated the City has to continue with the process as required.
16. Councilperson Lincoln Litchfield inquired if they should table it until they are able to look at the property and determine if there is fill that needs to be placed.
17. Carol Huntley stated she talked to Mrs. Sherwood with NDOT and she came out and told her she didn’t need it. She then called Tom Ballew who told her she had to go 29.5’ in to put the curb and gutter and she lives not too far from Gayle Hardisty. She stated there are several that have been put in, and several who did not put the curb and gutter in over the years and they should be required. She stated the state owns the right-of-way and “we own the dirt, but you cannot put anything out there because if someone has a wreck, they are going to sue you”. She stated that Mrs. Sherwood told her she did not have to put it in, so something has to be resolved. She noted, “I do not have a problem putting it in, but someone needs to make up their mind”.
18. Vice Mayor Donnetta Skinner stated that is a problem that people who did this years ago have not been followed up on and “we need to make sure that they are”.
19. Discussion was held on the homes sold over the years that this has not been completed.
20. Gayle Hardisty stated Mr. Brice built a garage and no one told him he had to put in curb, gutter and sidewalk.
21. City Manager Glenn Trust reported they are working through the old building permits and going forward they will be consistent. He stated the City’s position is that the City Code states clearly they need to put it in. He stated the right-of-way is where it is and the City will cut it in for the citizens in order to comply. He stated they are working to make everything comes into compliance. He stated there have been a number of people who have installed them and as a matter of record, the City did not pay for curb, gutter and sidewalk in front of the Peacock, they applied for a grant and the City paid NDOT to do it. He stated if they get a grant to get it done, they would do that, but few of this nature grants are awarded.
22. Vice Mayor Donnetta Skinner stated the City has applied for grants for years.
23. **Councilperson Lincoln Litchfield moved for denial of a request for a waiver of the installation of curb, gutter and sidewalk at 1542 Chestnut Street, Carlin Nevada by Gary and Gayle Hardisty as a requirement of Building Permit 11-067 with the stipulation that the curb, gutter and sidewalk be installed in two (2) years, 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 a request for a waiver of the installation of curb, gutter and sidewalk at 821 14th Street, Carlin Nevada by Becky Galyean as a requirement of Building Permit 01-040, and all related matters. (Action Item)

1. Becky Galyean reported this was discussed earlier and inquired where she has to put it in.
2. Councilperson Lincoln Litchfield stated she would be responsible within her property line, 50'. He pointed out she uses her whole driveway for parking, so a flat curb would be used.
3. City Manager Glenn Trust stated whatever is installed has to match the next property.
4. Discussion was held on how it would match. She noted it improves the property.
5. Vice Mayor Donnetta Skinner stated they went to look at the property and everyone was in agreement with what had to be done and they would give her the two (2) year time period to get it done.
6. City Manager Glenn Trust stated this was one of the past ones and this should have completed in 2001, 10 years of delay and he is not sure he would extend it the full two (2) years.
7. Councilperson Lincoln Litchfield stated he would like to see it in this year.
8. Councilperson Lee Griswold stated, "Get it done as soon as possible".
9. Councilperson Lincoln Litchfield stated he is fine with 1 year.
10. City Manager Glenn Trust suggested she go to Public Works and make an appointment with Bob Bratcher. He stated he would call Public Works and Tom Ballew will get it cut. He discussed the process to get it done.
11. **Councilperson Lincoln Litchfield moved for denial of a request for a waiver of the installation of curb, gutter and sidewalk at 821 14th Street, Carlin Nevada by Becky Galyean as a requirement of Building Permit 01-040, with the stipulation that the curb, gutter, and sidewalk would be installed within one (1) year, 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 a request to rezone a portion of Parcel 002-220-037 (Remainder of Section 27 – File 591021) and Parcel 002-220-038 (Parcel 14 – File 542155) from Rural Residence and Farming to Light Industrial, and all related matters. (Action Item)

1. City Manager Glenn Trust stated this parcel is in the Industrial Park and it had never been rezoned as Light Industrial.
2. Councilperson Lincoln Litchfield stated the Planning commission has studied this and has no problem with the rezoning. He stated it is a necessary thing to be done.
3. Discussion was held on the site, which was previously the old motocross track, City water tanks and reservoir.
4. **Councilperson Lincoln Litchfield moved for approval of a request to rezone a portion of Parcel 002-220-037 (Remainder of Section 27 – File 591021) and Parcel 002-220-038 (Parcel 14 – File 542155) from Rural Residence and Farming to Light Industrial, 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 request from Arnold Huntley to rezone a portion of Parcel 002-112-004 and Parcel 002-112-005, commonly known as 1425 Chestnut Street, Carlin Nevada from Commercial to Residential Mobile Home 1, and all related matters. (Action Item)

1. Carol Huntley reported they want to put a mobile home on a foundation. She noted they have three mobile homes all on the same address, which needs to be changed. She noted Tom Ballew made corrections on the map.

2. Councilperson Lincoln Litchfield stated the Planning Commission had not problem.
3. **Councilperson Lincoln Litchfield moved for approval of a request from Arnold Huntley to rezone a portion of Parcel 002-112-004 and Parcel 002-112-005, commonly known as 1425 Chestnut Street, Carlin Nevada from Commercial to Residential Mobile Home 1, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**

VIII. Review, discussion and possible approval of minutes for the regular meeting of the Carlin City Council on December 14, 2011, and all related matters. (Action Item)

1. **Councilperson Lincoln Litchfield moved for approval for the regular meeting of the Carlin City Council on December 14, 2011, 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 12/15/2011 to 1/11/2012, and all related matters. (Action Item).

1. **Councilperson Lincoln Litchfield moved for approval of payments for the period 12/15/2011 to 1/11/2012, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Vice Mayor Donnetta Skinner voting in favor.**

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

1. Councilperson Lee Griswold reported on the Fair and Recreation Board meeting.
2. Councilperson Lincoln Litchfield stated the Planning Commission did not have a quorum and everything was tabled. He discussed another officer for the Police Department and it is currently a slow process. He commented on the inclusion of Department Heads reports.
3. Vice Mayor Donnetta Skinner agreed. She reported the Senior Center got a new door and they now have to replace the door in another room because it does not lock properly. She stated they have a summary from the Library and the bids will be going out. She reported on the cemetery, but it is still in good shape, although some of the kids have been running over the grass. She stated the seniors raised \$400 on cans a month. She noted the Cattlewoman's Association donated a beef. She noted they also received \$25,000 for the library from both Barrick and Newmont.

XV. City Clerk's Report

1. City Clerk LaDawn Lawson reported the members need to file their disclosure reports. She stated if they need help she and City Manager Glenn Trust would help. She noted the election would be coming up.

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

1. City Manager Glenn Trust reported they have started the budget process. He also reported he attended ECEDA and Pam Borda has approached White Pine and Eureka Counties to develop an Economic Improvement District here.

XVII. 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. Vice Mayor Donnetta Skinner reported there is supposed to be a Dollar Store coming to Carlin.
2. Carol Huntley inquired about the housing development.
3. City Manager Glenn Trust stated the developer is coming to Carlin this week. He is assuring us that he is coming with a very aggressive plan.

4. Carol Huntley inquired if the pizza is going to move to that area.
5. Roger Anderson inquired where the bricks that people donated are at the new clinic. He stated his sister inquired and seemed concerned because she donated money.

XVIII.

Adjournment. (Action Item)

Councilperson Lincoln Litchfield moved for adjournment with Councilperson Lee Griswold seconding the motion. The motion carried. The meeting was adjourned at 8:03p.m.

APPROVED:

VICE MAYOR DONNETTA SKINNER

ATTEST:

CITY CLERK LADAWN LAWSON