

CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN CITY HALL
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
July 13, 2011, 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 Steve Feasel
Councilperson Lee Griswold
Councilperson Lincoln Litchfield
Absent: Mayor Cliff Eklund
2. Administrative Staff: City Manager Glenn Trust, Assistant City Clerk Heather Trujillo, Carlin Police Chief William Bauer
3. Present: Tim Zilka, Jeff Kayler, Brad Hurst, Roger Anderson, Lloyd Myers, Rick Anderson, Ellen Meshefski, Rose Gift and Jon Gift.

Pledge of Allegiance

- I. **Public Hearing to review, and possibly accept, the Appraisal Report and market value of property described as 8.15± acres that are a portion of Assessor's Parcel 002-210-016, which is located in the City of Carlin at the southeasterly corner of Griffin Street, and Carlin Trend Drive, in the Carlin Industrial Park, an all related matters. (Action Item)**
 1. City Manager Glenn Trust reported the first three (3) items are associated with the first one being an appraisal of the land. He stated Tim Zilka and his associates from North American Services were in attendance and are interested in purchasing the land across from Haycock Petroleum. He stated before they can do so, the Council has to approve the appraisal by William Tessler of 8.15 acres at \$90,000 and establish the fair market value.
 2. Councilperson Lincoln Litchfield inquired if this is the southeastern corner.
 3. City Manager Glenn Trust reported that is incorrect and should read southwesterly corner.
 4. **Councilperson Lincoln Litchfield moved for approval of the Appraisal Report by William Tessler establishing the fair market value of property described as 8.15± acres that are a portion of Assessor's Parcel 002-210-016, which is located in the City of Carlin at the southwesterly corner of Griffin Street, and Carlin Trend Drive at \$90,000, in the Carlin Industrial Park, as corrected by the City Manager and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried.**
- II. **Review, discussion and possible approval of City of Carlin Resolution 2011 -07, a resolution finding it in the best interest of the public to sell city owned real property, Assessor Parcel 002-210-016 without offering the property for sale to the public and for less than fair market value, and all related matters. (Action Item)**
 1. City Manager Glenn Trust reported the resolution is required by NRS 268.063 in order to sell property below market value and without public auction. He noted North American Services has offered \$88,000. He stated the Council would have to determine whether the road is to be paved as a requirement of the transaction. The cost of paving is undetermined at this time. The City can accept the offered price for the property and the City can pave it or have the company pave it once the cost is determined. He stated the estimate was \$30,000 and they could reduce the purchase price by that amount to provide for the paving later on. He introduced Tim Zilka, Vice President, Jeff Kaylor, Elko Manager and Brad Hurst, the Construction Manager.
 2. Tim Zilka stated they have been based in Elko for 3-4 years. He stated the business has

- increased and there is a need for a shop where they can work on their equipment and have office space based in Carlin near the mines.
3. Brad Hurst presented conceptual drawings of what is proposed, with a 5000 square foot steel building having it constructed prior to winter with maintenance bays, utility rooms, conference area and offices.
 4. Vice Mayor Donnetta Skinner inquired if the property would be paved around the building.
 5. Brad Hurst stated there are plans for minimal paving and to use compacted road base.
 6. Councilperson Lincoln Litchfield inquired about the entrances and exits being paved.
 7. Tim Zilka stated paving would be the most feasible project.
 8. Councilperson Steve Feasel inquired about their services.
 9. Tim Zilka stated they would be pressure washing and everything they do is plant driven, meaning it is done at the plant. He stated everything is dumped at the mine. He stated everything would be worked on inside the building.
 10. Councilperson Steve Feasel confirmed that surface pollution would be minimal.
 11. Tim Zilka agreed.
 12. Councilperson Steve Feasel stated drainage is to the west and to the southwest is Carlin's water source.
 13. Tim Zilka stated they have 20 offices located throughout the states.
 14. City Manager Glenn Trust read Resolution NO 2011-07: *A Resolution Finding it in the Best Interest of the Public to Sell City-Owned Real Property Without Offering the Property For Sale to the Public. Whereas, the Board of Councilmen of the City of Carlin have adopted Ordinance No. 208 to comply with AB 312 of 2005 Nevada Legislature as amended relating to the sale of the City owned real property; and Whereas, City Ordinance No. 208 and NRS and NRS 268.063 provides that the Board of Councilmen of the City of Carlin may under certain circumstances sell City-owned real property without first offering the real property to the public and for less than fair market value; and Whereas the City must first obtain an appraisal of the property and after a public hearing adopt a resolution finding that it is in the best interest of the public to sell the property for purposes of economic development.* He stated on Page 2, Findings, describes the parcel and the one appraisal of the property for \$90,000. North American Industrial Services, Inc, has made an offer to purchase the property for the purchase price of \$88,000 together with bearing all costs for connection to City water and sewer and any other required improvements to the property; except that a requirement by the City to pave Carlin Trend Dr. along the frontage of the property reduces the purchase price to \$48,000. He stated they do not know the cost of paving and before the Resolution is approved, the Council will have to specify which way they want to go with this, either accepting the purchase price or reduce the cost by the paving cost.
 15. Steve Feasel stated he agrees with them paying the full price and all costs of water and sewer and not charge for paving.
 16. Councilperson Lincoln Litchfield stated he is in favor of paving it and he does not think that would stop them from breaking ground and constructing. He stated any time they can get something paved without the City paying for it, he approves. He stated he favors reducing the property by the cost of the paving.
 17. Discussion was held on when the cost of the paving would be available.
 18. City Manager Glenn Trust stated the City Engineer is currently determining the cost.
 19. Councilperson Lincoln Litchfield stated asphalt would deter the deterioration of the road.
 20. Discussion was held that the company would be using a road that is currently paved most of the time.
 21. Councilperson Lee Griswold agreed that the paving cost could be looked at later.
 22. Councilperson Lincoln Litchfield inquired what type of grade is being discussed, highway grade or industrial grade.
 23. City Manager Glenn Trust stated the latter.
 24. Vice Mayor Donnetta Skinner agrees with them paying \$88,000 and deal with the paving later.
 25. Councilperson Lincoln Litchfield discussed the traffic and stabilizing the road would be a

- plus for Carlin.
26. Howard Wright inquired on the number of employees and whether they would be living in Carlin.
 27. Tim Zilka stated they already have 12-14 employees living in Carlin and once the building is up, there would be 24 in 2 years.
 28. City Manager Glenn Trust read: *NAIS, Inc. will add employment for approximately 30 persons in the Carlin area and bring projected business revenues of approximately \$3.5 million within 24 months of occupancy of its 5,000 square foot building.*
 29. Vice Mayor Donnetta Skinner stated the more businesses they can put in the Industrial Park, the better.
 30. Councilperson Lincoln Litchfield agreed.
 31. Vice Mayor Donnetta Skinner stated if they accept their money, the paving would not be an issue.
 32. **Councilperson Steve Feasel moved for approval of City of Carlin Resolution 2011 -07, a resolution finding it in the best interest of the public to sell city owned real property, Assessor Parcel 002-210-016 without offering the property for sale to the public and for less than fair market value at a cost \$88,000, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Councilperson Steve Feasel, Councilperson Lee Griswold and Vice Mayor Donnetta Skinner in favor and Councilperson Lincoln Litchfield opposed.**

III. Review, discussion and possible approval of a Land Purchase Contract selling Parcel 002-210-016, owned by the City of Carlin to North American Industrial Services, Inc., and all related matters. (Action Item)

1. City Manager Glenn Trust stated this Contract was reviewed by the City Attorney and the parties and everyone seemed to agree. He stated they would make adjustments on the paving clause. He noted the company has been very cooperative. He read Conveyance of Title: *Buyer obtaining financing and obtaining a building permit to begin the construction of this proposed 5,000 square foot building within one (1) year of the close of sale. If Buyer has not obtained the financing and obtained a building permit within the one (1) year, Seller will not convey title to Buyer and will remit to Buyer the sum of 20% of the purchase price to Buyer, retaining 80% as forfeited earnest money. Construction of Building: Buyer agrees to construct its building and obtain an occupancy permit within eighteen (18) months from the date of execution of this agreement. Conveyance of Title: At closing, Seller will execute a Grant, Bargain and Sale Deed, which will convey good and marketable title to Buyer, including unimpeded access to the Property and free and clear of all mortgages, deeds of trust, liens, leases, easements, covenants, reservations, ... etc.*
2. Discussion was held on the timeframe.
3. **Councilperson Lincoln Litchfield moved for approval of a Land Purchase Contract selling Parcel 002-210-016, owned by the City of Carlin to North American Industrial Services, Inc., at \$88,000, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried.**

IV. Report from the Carlin Friends of Library on recent events and discussion and possible approval of a request to hold a "Wine Walk" in July or August and a 24 hour Co-ed Softball Tournament August 5 & 6, and all related matters. (Action Item)

1. Ellen Meshefski, Friends of the Library, stated there has been a lot of fundraiser, one of which is Horton which has raised \$500 under Kat Doxey who will be running this through the summer, as well as Billy the Bookworms. She stated they made yard ornaments of Horton and raised \$100 over July 4. She reported the cakewalk raised over \$700. She reported on local citizens who have donated that have brought in \$3,500. She stated a Wine Walk could be held later in August in backyards around town and the residents would sponsor.
2. Vice Mayor Donnetta Skinner stated Nancy Abrams came to the meeting and wanted to do a Wine Walk at the Car Show.

3. Ellen Meshefski explained it would not be with them or on the same dates.
4. She stated they have not chosen a date yet. She stated the Elko Walk charges \$25.00 per person.
5. Councilperson Steve Feasel inquired about the charges and logistics.
6. Ellen Meshefski stated there would not be a set route.
7. Vice Mayor Donnetta Skinner reported on all the upcoming events.
8. Ellen Meshefski noted the Coed Tournament would be held on August 5 and 6 and is the 20th year and requested there be free camping. She discussed the t-shirts and cost including the set-up fee. She requested the 24-hour approval again and agreed to the \$20.00 fee for the lights, the \$5.00 fee for the concession stand and would like to have the camper fee waived.
9. Councilperson Lincoln Litchfield inquired if they waited until next council meeting, would she have a date for the Wine Walk.
10. Ellen Meshefski replied affirmatively.
11. Councilperson Lincoln Litchfield stated he would agree to waive the camping fee.
12. Councilperson Steve Feasel inquired how the overnight camping has been in the past, has there been a charge.
13. Ellen Meshefski replied no there has never been a charge.
14. Councilperson Steve Feasel inquired about restrictions, such as fire pits, etc.
15. Vice Mayor Donnetta Skinner reported they brought their own. She stated she walks through each year and there has never been a problem.
16. City Manager Glenn Trust explained the fire pits are enclosed and self-contained. He suggested they talk to Karla Jones or Chief Johnston about this and possible requirements.
17. Ellen Meshefski stated they have done so in prior years and would do so again.
18. Discussion was held on Porta Potties, garbage receptacles and tents.
19. **Councilperson Lincoln Litchfield moved for approval of Carlin Friends of the Library request to hold a "Wine Walk" with a date determined at the next City Council Meeting on 7/27/2011 and a 24 hour Co-ed Softball Tournament August 5 & 6, and all related matters. Councilperson Steve Feasel seconded the motion. The motion carried.**

V. Review, discussion and possible approval of a Special Use Permit renewal for Carlin Tire Center to operate a tire sales, service and repair shop at 901 Fir Street, and all related matters. (Action Item)

1. City Manager Glenn Trust stated this is a standard 2-year renewal and suggested that it does not require approval again unless they change ownership or location and that the owners comply with all federal, state, county and city laws, permits and requirements.
2. **Councilperson Steve Feasel moved for approval of a Special Use Permit renewal for Carlin Tire Center to operate a tire sales, service and repair shop at 901 Fir Street, with no further need to renew or appear as long as ownership of the property does not change, the business conducted at the location does not change and the owner and business operators comply with all federal, state, county and city laws, permits and requirements and all related matters. Councilperson Lincoln Litchfield seconded the motion. The motion carried.**

VI. Review, discussion and possible revocation or continued approval of Special Use Permits for:

- Charles Rehdorf, 913 Chestnut Street – Tattoo Parlor
 - Leonard & Maria Smith, Tenth and Fir Streets – Convenience store and gas station with signs
 - Leonard & Maria Smith, Tenth and Fir Streets - Burger King with sign. (Action Item)
1. City Manager Glenn Trust reported none of the above businesses exist.
 2. **Councilperson Lincoln Litchfield moved for revocation of Special Use Permits of Charles Rehdorf, 913 Chestnut Street – Tattoo Parlor; Leonard & Maria Smith, Tenth and Fir Streets – Convenience store and gas station and Leonard & Maria Smith, Tenth and Fir Streets - Burger King with sign, and all related matters. Councilperson Lee**

Griswold seconded the motion. The motion carried

- VII. Review, discussion and possible approval of the City of Carlin's annual Indebtedness Report, 5-Year Capital Improvement Plan, Debt Management Policy and required information on the Chief Financial Officer, and all related matters. (Action Item)**
1. City Manager Glenn Trust reported this action is required annually with copies sent to the Department of Taxation, the Legislative Counsel Bureau and the County Clerk by August 1. He reported the outstanding debt is \$450,894 with \$116,629 for the water line to the Fire Science Academy, \$160,855, which is financing through Zion's National Bank for the two police vehicles, backhoe and Fire Department Van and \$173,410, which is a USDA loan for the construction of the Senior Center. He stated by statute, the City is allowed debt equating to 20% of its assessed value and they are well under that at approximately 8%. He discussed the 5-Year Capital Improvement Plan explains the debts more fully with the Debt Service to be retired in 2014, the Utility Fund will probably be in 2018 and the Senior Center in 2032. He noted all the other capital improvements are scheduled for completion in 2012 as budgeted. He stated the Council would be asked to make a decision on the old Clinic building. He stated general revenue from Ad Valorem taxes is approximately \$300,000, which makes up about 14.5% of the total revenue. He stated the City's population was 2,345.00.
 2. Discussion was held on electrical upgrades for Park & Recreation and playground cover, which will be a major construction project.
 3. Vice Mayor Donnetta Skinner stated the cover was purchased years ago due to the problem of the equipment being too hot for the children to play on. She stated the equipment cannot be touched in the afternoon and therefore there are no children playing on it. She stated this cover has to be placed over the equipment, as it has been too long and they have had complaints over the years.
 4. Councilperson Lincoln Litchfield explained it was approved by the Council.
 5. **Councilperson Lincoln Litchfield moved for approval of the City of Carlin's annual Indebtedness Report, 5-Year Capital Improvement Plan, Debt Management Policy and required information on the Chief Financial Officer, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried.**
- VIII. Review, discussion and possible approval of the City Council Meeting Minutes for the Regular Meeting of the Carlin City Council on June 8, 2011, all related matters. (Action Item)**
1. **Councilperson Lincoln Litchfield moved for approval of the City Council Meeting Minutes for the Regular Meeting of the Carlin City Council on June 8, 2011, all related matters. Councilperson Lee Griswold seconded the motion. The motion carried with Councilperson Steve Feasel abstaining.**
- IX. Review, discussion and possible approval of payments for the period 06/23/2011 to 07/13/2011, and all related matters. (Action Item)**
1. **Councilperson Lincoln Litchfield moved for approval of payments for the period 06/23/2011 to 07/13/2011, and all related matters. Councilperson Lee Griswold seconded the motion. The motion carried.**
- X. City Council Members Report. (Non-Action Item)**
1. Councilperson Lee Griswold had no report.
 2. Councilperson Steve Feasel requested the public attend the Planning Commission to discuss revising the Master Plan. He read some of the aspects of the 1999 Master Plan and since it has not been used, they are going to address it again. He stated they would like this public input.
 3. Councilperson Lincoln Litchfield reiterated the importance of a Master Plan, "A city does not grow without a Master Plan and is a living document that always evolves". He stated if the

City continues not follow a master plan, Carlin could not grow. He stated they would be looking to see if the City is zoned correctly and any longterm decisions need to be addressed. He stated he would request City Manager Glenn Trust agenda the meeting so that if more than two (2) Council members attend; it would not violate the Open Meeting Law. He stated, "We need the public there".

4. Vice Mayor Donnetta Skinner reported the July 4 Parade and stated the Council Members need to attend next year. She reported on the prizewinners for the floats and there was more participation than any other year. She stated the celebration at the park was larger this year and the activities brought younger people. She noted Carlin needs to keep improving this holiday for the citizens and bring it back with a bigger focus. She noted there were complaints on the restrooms and discussed the problems, which could be improved with better coverage by the police force. She stated the ball tournament was a success. She reported the rodeo and cook-off will be held in August, as well as the motocross. She stated they have to start pulling together and make everything bigger and better for the youth and get them involved.

XI. City Clerk's Report

Assistant City Clerk Heather Trujillo had no report.

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

1. City Manager Glenn Trust had no report.

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. Rick Anderson inquired about the time for the Planning Commission Meeting.
2. Councilperson Lincoln Litchfield stated 7:00 p.m. on the first Wednesday of every month. He explained they have been asked to come up with five (5) things that could be done in the City in the next five (5) years and what they would like the City to look like in 25 years.
3. Discussion was held on the members of the Planning Commission and that there are openings for new members.

XIV. Adjournment. (Action Item)

Councilperson Lincoln Litchfield moved for adjournment with Councilperson Lee Griswold seconding the motion. The motion carried. The meeting was adjourned at 8:23 p.m.

APPROVED:

VICE MAYOR DONNETTA SKINNER

ATTEST:

ASSISTANT CITY CLERK HEATHER TRUJILLO