

**CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN MUNICIPAL COURT ROOM
101 SOUTH EIGHTH STREET
CARLIN, NEVADA**

**March 13, 2019
7:00 P.M.**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 7:00 p.m.

Council Members Present:

Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Pam Griswold
Councilperson Margaret Johnston
Councilperson Cameron Kinney

Council Members Absent:

None

Staff:

Lauren Landa, City Attorney

Public:

Jan Brizee

Pledge of Allegiance

1. **Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible 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 pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non - Action Item).**

There were no comments by the General Public.

2. **City Council Members Reports: (Non-Action Item).**
 - a. Vice Mayor Lincoln Litchfield stated he went to the fiber optic meeting

that Cameron asked him to go to. Vice Mayor Litchfield stated the libraries in Wells and Wendover and schools in the area would be receiving fiber optics. Vice Mayor Litchfield asked about fiber optics for Carlin and was informed that their school already has it. Vice Mayor Litchfield stated there is some talk of putting in using an old tower or putting in a new tower so they could become a hot spot. Vice Mayor Litchfield stated he would continue to follow-up with them. Vice Mayor Litchfield stated for the Planning Commission he has since changed his mind about making the Planning Commission also the Historic Preservation Commission. Vice Mayor Litchfield stated the Planning Commission agreed to serve as the Historic Planning Commission for a period of two years. Vice Mayor Litchfield stated on March 20th he would be meeting with the attorneys to go over Title 3.

- b. Mayor Holbrook stated he met with the National Guard about having a boot camp at the old Fire Science Academy. Mayor Holbrook stated it would be 16 and 17 year olds who want to get their GED. Mayor Holbrook further stated they have the tentative budget numbers put in and they will be having a special budget meeting on March 26th at 6 p.m. Mayor Holbrook stated they only have two guys at the conservation camp and he is working with Pete Goicoechea about it but if it doesn't improve they will be taking further action.

3. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of Jan Brizee to the Carlin Planning Commission and all related matters. (For Possible Action).**

- a. Councilperson Margaret Johnston stated she would be abstaining from the discussion and vote because Jan Brizee is her wife.

Councilperson Pam Griswold made a motion to approve the appointment of Jan Brizee to the Carlin Planning Commission and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. Councilperson Margaret Johnston abstained. The motion passed.

4. **Public Comment may be taken prior to any Action Being Taken by the Council: Review and discussion of a recommendation to appoint Lauren Landa, of Goicoechea & DiGrazia, Coyle & Stanton, Ltd., as City Attorney for the City of Carlin and authorization of attorneys in said firm to act as deputy city attorneys, and all related matters. (For Possible Action).**

- a. Mayor Dana Holbrook stated they have tried to improve communication so nothing falls through the cracks.
- b. Councilperson Margaret Johnston asked Lauren Landa what she believes her duties are.
- c. Lauren Landa stated her job is to advise the City and to protect the City from legal action.
- d. Councilperson Margaret Johnston stated she thinks it is important for everyone to know what their job description is.

Vice Mayor Lincoln Litchfield made a motion to appoint Lauren Landa of Goicoechea & DiGrazia, Coyle & Stanton, Ltd., as City Attorney for the City of Carlin and authorization of attorneys in said firm to act as act deputy city attorneys. Councilperson Margaret Johnston seconded the motion. The motion passed.

5. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of changes to the Carlin City Code 3-2-6, Special Use Permits, including review and discussion of the proposed Carlin City Code, Title 3, Conditional Use Permits, and all related matters. (For Possible Action).**
 - a. Discussion was held regarding sections in the proposed code including the rates, procedures to be followed, having the planning commission pass along to them their reasoning behind making their decision, and setting an expiration date on special use permits.

No Action Taken.

6. **Public Comment will be taken prior to any Action Being Taken by the Council: Review and discussion, and possible approval of City Manager Application(s) and possible direction to staff to follow-up with candidates and set-up interviews on the approved applications, and all related matters. (For Possible Action).**
 - a. Mayor Dana Holbrook stated he reviewed them and asked all the Council people to come in and review them individually in order to see who they wanted to follow-up with people. Mayor Holbrook stated there were five candidates that at least three councilpersons expressed an interest in interviewing. Mayor Holbrook stated he suggests they contact those five and see if they would like to do an interview.
 - b. Vice Mayor Litchfield agreed with Mayor Holbrook.
 - c. Discussion was held regarding if they are filling an interim or a full-time city manager. It was determined they are filling an interim or a full-time City Manager position.

Mayor Holbrook called for a recess at 7:58 p.m. The meeting was reconvened at 8:08 p.m.

- d. Mayor Holbrook stated they will decide which applicants they will interview.
- e. Vice Mayor Litchfield stated LaDawn should contact the five and see if they are still interested in interviewing for the position.

Vice Mayor Lincoln Litchfield made a motion to direct staff to find out if there is still an interest on applicant #5, applicant #7, applicant #8, applicant #9, and applicant #12 and to find out when they say they are available to set up interviews for the position of the interim or a full-time City of Carlin's

manager position. Councilperson Cameron Kinney seconded the motion. The motion passed.

7. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the interview questions for the position of City Manager and all related matters. (For Possible Action).**
 - a. LaDawn Lawson stated they are the same questions they used last time.
 - b. Discussion was held regarding the sufficiency of the questions including removing some of the questions, including Question #16 and/or altering Question #8, Question #6, Question #14, and Question #20.

Councilperson Pam Griswold made a motion to approve, without changes, the interview questions for the position of Interim City Manager and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed.

8. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for February 13, 2019, and all related matters. (For Possible Action).**

Councilperson Cameron Kinney made a motion to approve, without changes, the Carlin City Council Regular Meeting Minutes for February 13, 2019, and all related matters. Councilperson Margaret Johnston seconded the motion. The motion passed.

9. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of City expenditures for the period 02/23/2019 to 03/08/2019, and all related matters. (For Possible Action).**

Vice Mayor Lincoln Litchfield made a motion to approve the City expenditures for the period of 02/23/2019 to 03/08/2019. Councilperson Pam Griswold seconded the motion. The motion passed.

10. **Public Comment maybe taken prior to any Discussion Being Taken by the Council: Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible 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 pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non - Action Item).**

There were no comments by the General Public.

11. **Adjournment.**
(Possible Action Item)

Councilperson Margaret Johnston made a motion to adjourn. Councilperson Cameron Kinney seconded the motion. Mayor Dana Holbrook adjourned the meeting at 8:23 p.m.

Approved:

Attest:



Mayor Dana Holbrook



City Clerk LaDawn Lawson