

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

**June 26, 2019
7:00 pm**

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:

LaDawn Lawson, City Clerk
Carlos Esparza, Public Works Director
Dennis Fobes, Police Chief
Linda Bingaman, Fire Department Chief
Lila Sexton, Code Enforcement Officer

Public:

Pledge of Allegiance

- 1. Comment by the General Public (Non-Action Item):** 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.

Municipal Code:1-6-11: MANNER OF ADDRESSING BOARD; TIME LIMIT:
Each person addressing the board shall first give his name and address for the records, and unless further time is granted by the presiding officer, shall limit his

address to five (5) minutes. All remarks shall be addressed to the board as a body and not to any member thereof. No person, other than the mayor, the members of the board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question shall be asked except through the presiding officer. (Ord. 81, 9-10-1975, eff. 9-17-1975)

There was no public comment.

PUBLIC COMMENT MAY BE TAKEN DURING DISCUSSION OF INDIVIDUAL AGENDA ITEMS.

2. City Council Members Report (Non-Action Item):

Mayor Dana Holbrook: Reported that on July 13, 2019, he would be hosting a City Employee Appreciation dinner from 12 pm to 5 pm. He invited all the Council to attend and the Carlin Fire and Ambulance Volunteers.

Vice Mayor Lincoln Litchfield: Remember the July 4th celebration.

Council Member Margaret Johnston:

- * Reporting on Dedication of the Carlin 13 Memorial Plaque on July 4, 2019. The Dedication Ceremony will be at 9:00 a.m. at the Carlin Cemetery we have the Chinese Railroad Association coming and a group from San Francisco is coming. The plaque that was shown at a council meeting a couple of meetings ago will be placed at the graves. Jay Duke is doing this work for us.
- * Reporting on Carlin Clean Up, June 8-16. They took 12 junk cars, 2 boats, 92 loads to the brush pile, 291 loads to the dumpsters, 102 loads to the scrap metal pile, 26 non refrigerator appliances, 16 refrigerators, and 119 tires.

Council Member Pam Griswold

No Report.

Council Member Cameron Kinney

- *Reporting on Ambulance billing meeting on June 17, 2019. Myself, Kristin McQueary, and LaDawn Lawson met with Michael Black a representative for IRIS Medical. The lockbox is one thing they need setup to get started doing the billing. LaDawn Lawson has been working with Norma Noonan of Nevada State Bank regarding this and they have a few more questions to get answered before completing the setup. IRIS Medical had several things that needed to be completed prior to starting to bill for us. Michael Black did say that they were not be able to take the

billing from the old billing company because IRIS Medical assumes the responsibility for billing for the City of Carlin and if something was not coded correctly they would be liable, therefore they are not willing to take on any billing from REMSA.

3. Contract with full-time City Manager Madison Mahon (For Possible Action):

- A) Discussion and consideration of contract with Madison Mahon for full time Carlin City Manager position. The salary offered is \$50,960.00, with city benefits. The offer includes an increase of \$10,000 to base salary if the Manager lives within the City of Carlin.

Vice Mayor Lincoln Litchfield made a motion to approve the contract with the changes with Madison Mahon for the full time Carlin City Manager position at a salary offered of \$50,960.00 with city benefits which includes in the contract an increase of \$10,000 to base salary if she decides to move to Carlin with a start date of July 19, 2019. Council Member Margaret Johnston seconded the motion. Motion Carried.

- B) Swearing In of City Manager Madison Mahon.

Mayor Dana Holbrook conducted the swearing in of Madison Mahon as the Carlin City Manager by having her take the Oath of the City of Carlin.

4. Nevada Public Agency Insurance Pool/PACT (For Possible Action):

- A) Presentation by Wayne Carlson of the Pool/Pact on renewal of City insurance through the Pool, in conjunction with local agent Leah Gregory from Gregory Insurance.

No Action Taken.

- B) Acceptance and approval of renewal proposal from Nevada Public Agency Insurance Pool and approval from payment from the fiscal year 2019-2020 budget in the amount of \$83,546.07. The payment should be made out to Gregory Insurance.

Vice Mayor Lincoln Litchfield made a motion to approve the renewal proposal from the Nevada Public Agency Insurance Pool for fiscal year 2019-2020 budget in the amount of \$83,546.07 payable to Gregory Insurance. Council Member Cameron Kinney seconded the motion. Motion Carried.

- C) Discussion and consideration of adding the Old Catholic Church (APN 002-193-004; 923 Main Street) and Friends of the Library (APN 002-093-004; 372 8th Street). Pursuant to Leah Gregory, Gregory Insurance, there will be no additional cost to the City liability insurance at this time.

It was discussed that the Friends of the Library building, APN 002-093-004; 372 8th Street had already been approved and added to the City's insurance policy.

Council Member Pam Griswold made a motion to add the Old Catholic Church, APN 002-193-004, located at 923 Main Street, to the City's insurance policy with Gregory Insurance with no additional cost to the City's liability insurance at this time. Vice Mayor Lincoln Litchfield seconded the motion. Motion Carried.

5. City of Carlin Priorities (For Possible Action):

Review, discussion and consideration of ranking City priorities to assist the new City Manager. This list is compiled from comments made by employees, residents, and elected officials.

*NDF honor camp crew issue. Follow up meeting set Aug. 1, 2019,

*Economic Development, next NNRDA meeting is July 24, 2019

*Infrastructure improvements

Water and sewer capacity, roads, building maintenance including roofs

*Increase fees on enterprise funds to more completely recover costs and fund depreciation. The water, sewer, and ambulance fee schedules need to be updated.

* Technology upgrade – both hardware and software. New hardware and software is needed for financial reports, public records and public records management. Both Caselle and Microsoft Windows are no longer going to support the older versions used by the City of Carlin. This is a priority for City Management.

*Fire Department Building completion, including telephone line relocation – letter from Carlin City Building Office Joe Lindsey

*Housing – the lack of newer and affordable housing is an issue for recruiting for both the City of Carlin and other employers like NDF

*Curb Appeal – Pride in City

*Review and update policies and procedures

*Team Building exercises for city employees and departments

*Project follow through – the Preliminary Engineering Report needs to be completed.

*Protocol for use of contracted professionals such as City Attorney, City Engineer.

*Ambulance Billing

*Code Enforcement

*Procuring grants for City projects

*Updating the Budget process

The interim City Manager suggests the Council select five priorities as a starting point for the new full-time City Manager.

Vice Mayor Lincoln Litchfield made a motion listing the priorities for the Carlin City Manager to focus on are infrastructure, technology, Fire Department Building, Housing and Senior Housing. These are in no particular order. Council Member Cameron Kinney seconded the motion. Motion Carried.

6. Fire Department (For Possible Action):

- A) Ambulance Billing update inclusive of new patient reporting program ImageTrend Elite, irismedical, and Nevada State Bank electronic lockbox.

No Action was Taken.

- B) Fire Department Building completion – steps to be taken, inclusive of moving telephone line. The City of Carlin has set aside \$250,000.00 in the fiscal 2019-2020 budget to go towards getting the building’s certificate of occupancy. See letter dated Jan. 30, 2018, from Building Official Joe Lindsey. One suggestion is to go out to bid with alternative additives.

No Action was Taken.

7. Code Compliance:

Report on code compliance “fix-it” tickets in conjunction with Carlin Clean Up.

Code Enforcement Officer Lila Sexton gave an update on the “fix-it” ticket.

No Action was Taken.

8. Special Event Liquor License for the American Legion, Post #32 (For Possible Action):

Review, discussion and consideration of a Special Event Liquor License for the American Legion Post #32 for the 4th of July in the Carlin City Park. Commander Lincoln Litchfield will be the authorized representative. The American Legion intends on serving from 10 a.m. to 6 p.m.

Council Member Lincoln Litchfield disclosed that he is the Commander of the American Legion Post #32 and the authorized representative for the Post. He will not receive any monetary gain from the passing of this Special Event Liquor License and doesn’t have any conflict with this item.

Council Member Pam Griswold made a motion to approve a Special Event Liquor License for the American Legion Post #32 for the 4th of July in the Carlin CityPark serving from 10 a.m. to 6 p.m. Council Member Cameron Kinney seconded the motion. Motion Carried.

9. Fiscal year 2018-2019 Budget,(For Possible Action):

- A) **Resolution 2019-03:** Review,discussion and consideration of City of Carlin Resolution 2019-03: A Resolution to Augment the Parks and Recreation Fund #2 For 2018-2019 Budget of the City of Carlin. The City received unanticipated resources in

the amount of \$42,984.00. The appropriations shall be increased from \$83,723.00 to \$126,707.00.

Consultant Bernardo Sandoval gave a short report on the reason for the Augmentation.

Council Member Cameron Kinney moved to approve Resolution 2019-03: A Resolution to Augment the Parks and Recreation Fund #2 for 2018-2019 Budget of the City of Carlin. The appropriations have been increased from \$83,723.00 to \$126,707.00. Council Member Pam Griswold seconded the motion. Motion Carried.

- B) Resolution 2019-04, discussion and consideration of City of Carlin Resolution 2019-04: A Resolution Transferring Monies in the General Fund and Utility Fund at the End of the 2018-2019 Budget Year. The City proposes to transfer monies from the City Manager salaries and benefits, from the contingency and from the water system capital outlay funds to cover shortfalls in various departments.

Consultant Bernardo Sandoval explained the need for the Transfers to comply with the State Auditing requirements.

Council Member Pam Griswold made a motion to approve City of Carlin Resolution 2019-04: A Resolution Transferring Monies in the General Fund and Utility Fund at the End of the 2018-2019 Budget Year of \$54,500 in the General Fund and \$68,700 in the Utility Fund to cover shortfalls in various Departments. Council Member Cameron Kinney seconded the motion. Motion Carried.

10. APPROVAL of MINUTES (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes, for May 22, 2019, and all other matters related thereto. Draft minutes are available for public inspection at the Carlin Administration Building, 151 S. 8th Street, Carlin, Nevada.

Council Member Cameron Kinney moved to approve the Carlin City Council Regular Meeting Minutes for May 22, 2019. Council Member Pam Griswold seconded the motion. Motion Carried.

11. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion and possible approval of City expenditures for the period 06/08/2019 to 06/21/2019, and all other matters related thereto. The expenditure list is available for public inspection at the Carlin Administration Building, 151 S. 8th Street, Carlin, Nevada.

Council Member Pam Griswold made a motion to approve the City expenditures for the period of 06/08/2019 to 06/21/2019 and all related

matters. Vice Mayor Lincoln Litchfield seconded the motion. Motion Carried.

- B) Review, discussion and possible approval of invoices from Farr West Engineering for 2019 Chip Seal project and the waterline replacement project for a total amount of \$23,575.35.

Vice Mayor Lincoln Litchfield made a motion to approve the invoices from Farr West Engineering for the 2019 Chip Seal project and the waterline replacement project for a total amount of \$23,575.35. Council Member Cameron Kinney seconded the motion. Motion Carried.

12. PUBLIC COMMENTS: (Non-Action Item)

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.

Kristin McQueary thanked the Council for the opportunity to serve as the part-time interim City Manager. She stated she did not know of all the hidden treasures that Carlin has, like the Chinese Gardens. She has learned a lot about Carlin she did not know and has been amazed at how active the Council is in their community. She would like to give kudosto the LaDawn Lawson, Heather Trujillo, and Melinda Harris for keeping the city on track without a city manager. She would like to also thank the other Department Heads for their help and answering her questions Carlos Esparza, Dennis Fobes, and Ella Trujillo. Every department has been very responsive. Carlin is now on my Facebook and I have really enjoyed my time here.

13. Adjournment (For Possible Action):


**Council Member Cameron moved to adjourn the meeting at 8:46 p.m.
Council Member Margaret Johnston seconded the motion. Motion Carried.**

Approved:

Attest:



Mayor Dana Holbrook



Carlin City Clerk LaDawn Lawson