

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

**January 8, 2020  
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 Margaret Johnston  
Councilperson Cameron Kinney**

**Council Members Absent: Councilperson Pam Griswold**

**Staff: Madison Mahon, Carlin City Manager  
LaDawn Lawson, Carlin City Clerk  
Carlos Esparza, Carlin Public Works Director**

**Public: Kelton Larsen, High Plains, LLC.  
Gordon Russell, High Plains, LLC.  
Don Biehle, L&N/CIR  
Jan Brizee, Carlin Planning Board  
D'Anne Wright  
Fred Montes de Oca**

- 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)

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

**There were no public comments.**

**2. FY 2019-2020 Quarter 2 Financial Update (Non-Action Item):**

**A) Quarter 2 Budget Highlights.**

- **City Manager Madison Mahon reported for Quarter 2 she used the same format as she did for Quarter 1. She stated she pulled the highlights of the actual to the budget and feels it looks really good with no issues. She did make a note that we do have a little bit of a discrepancy in the parts of the utility fund. In legal fees, accounting fees, and engineering fees, she had been coding them all to the general fund instead of splitting them with the utility fund. So legal fees, accounting fees, and engineering fees, are expended a little more in the general fund but we are working and correcting this issue. On the third page is a chart the large column is the budget and the smaller one is the actual.**

**Non-Action Item**

**3. Part-Time Building Official Benefits (For Possible Action):**

- A) Review, discussion, and possible approval of benefits for the part-time Building Official position in the Building Department.**

**Motion:**

**Vice Mayor Litchfield made a motion to approve a benefit package for the part-time Building Official position in the Building Department and have this added to the application process. Motion was seconded by Councilperson Kinney. Motion Passed.**

**4. School District Council Liaison (For Possible Action):**

- A) Review, discussion, and possible designation of a City Councilperson to serve as a liaison to the Elko County School District. The Councilperson would act as a City of Carlin representative at Elko County School District meetings and functions.**

**Motion:**

**Councilperson Kinney moved to approve to designate a City Councilperson to serve as a liaison to the Elko County School District. Councilperson Johnston seconded the motion. Councilperson Kinney amended his motion to included the Mayor would designate the liaison. Councilperson Johnston seconded the amendment to the motion. Motion Passed.**

**5. Review of Special Use Permit Requirements (For Possible Action):**

- A) Review, discussion, and possible action regarding the requirement of a six (6) foot privacy chain-link fence on the special use permit granted to the property located at 1024 Bush Street. The property owner has requested an eight (8) month extension to construct the fence as previously required by the Carlin City Council.

**Motion:**

**Vice Mayor Litchfield made a motion to approve a request of an eight (8) month extension from September 22, 2019, until May 22, 2020, for the installation and completion of the construction of a fence at 1024 Bush Street. Councilperson Kinney seconded the motion. Motion Passed.**

**6. Special Use Permit Application (For Possible Action):**

- A) Review, discussion, and possible approval of a Special Use Permit pursuant to Carlin City Code 3-2-6. The Special Use Permit has been filed by L&N Farms LLC for the use of a temporary office space at 1120 Green Street prior to the construction of a permanent facility.

**Motion:**

**Vice Mayor Litchfield made a motion to approve a Special Use Permit pursuant to Carlin City Code 3-2-6. The Special Use Permit for L&N Farms LLC for the use of a temporary office space at 1120 Green Street for the construction of a permanent facility and completion of the Special Use Permit would be January 31, 2021. Councilperson Kinney seconded the motion. Motion Passed**

**7. Special Use Permit Application (For Possible Action):**

- A) Review, discussion, and possible approval of a Special Use Permit pursuant to Carlin City Code 3-2-6. The Special Use Permit has been filed by High Plains Services LLC for the use of a temporary office space at 2110 Griffen Street.

- Mr. Kelton Larsen, Rexburg, Idaho, stated they had been in the area a couple of years subleasing to Pilot Thomas. They are trying to obtain their own

agreement and the reason they haven't applied for a special use permit is they do not own the ground. They are in negotiations with Turners for the purchase of their parcel. The only contingency we have is the approval for a permanent structure with you guys and our own contract. We thought by now we would have a contract. That is why we are asking for a temporary use permit for the office space so we can continue to do business here until we get our own contract, then we plan to place a permanent structure on the property adjacent to the current property we are occupying.

- Mayor Holbrook inquired if the special use was granted how long would it take them to have the temporary office in place and up to code and inspected by the City Building Inspector.
- Mr. Larsen and Gordon Russell stated it is a mobile unit and it may take five (5) months due to weather.
- Mayor Holbrook stated it need to be anchored to code. He stated we have these codes for the safety to all citizens. He stated five (5) months was quite a while and the unit had been on the property for some time without a permit.
- Mr. Larsen stated in Idaho we set them all the time in the winter and he could hire a crew from Idaho as long as they were certified in Nevada. He stated he was not sure how busy contractors were in this area.
- Mr. Russell stated he heard it is difficult to get contracts that is why he said six (6) months. He doesn't know how long it would take to get someone there but they need to get moving on this as soon as possible.
- Councilperson Kinney stated with the regulations it has to be a certified licensed Nevada Contractor.
- Mayor Holbrook inquired how long do they need this permit for, it is not just for the building but for the doing of business.
- Mr. Larsen stated he really thought they would have had their own contract by now. He feels 12 months at a max, by then they should have their ground and a permit for a permanent structure. They would like to continue to use the current property during the construction of the permanent structure. The permanent structure will include 15,000 to 20,000 square feet for a truck shop.
- Mayor Holbrook stated so this is not feasible to construct on the current property because it is owned by Pilot Thomas. You do have their permission.
- Mr. Larsen stated they had Pilot Thomas permission and they thought any requirements such as the special use permit was already completed. However, they have learned that was not the case and they are here tonight to become compliant.
- Vice Mayor Litchfield stated the structure isn't safe enough to utilize right now?

- Mayor Holbrook stated it is set up, but is not tied down per City Code.
- Councilperson Johnston asked if Joe Lindsey, the Carlin Building Inspector had inspected the building.
- City Manager Ms. Mahon responded that Mr. Lindsey had inspected the facility and it would need the tie downs and a few other items to become code compliant.
- City Clerk Mrs. Lawson inquired if the Council was also planning to waive the requirement for the building to be converted to real property.
- Vice Mayor stated it would be considered a construction trailer.
- Mayor stated this is just a considered a temporary facility and when they get their permanent structure it will be code compliant.
- Vice Mayor Litchfield stated they were thinking it would take sixty (60) days to get the tie down in place,
- Mr. Larsen stated that is correct, just because I do not know any contractors here but tomorrow with your permission on the permit we would start contacting contractors and have it done.
- Vice Mayor Litchfield stated he is hesitant to approve a Special Use Permit that is not compliant to code right now and you are utilizing the property. He would possibly be willing to approve the Special Use Permit for fourteen (14) days and have them come back to the January 22, 2020, meeting and state that the tie downs are in and the facility is code compliant and then he would be willing to approve the Special Use Permit for a year.
- Mayor Holbrook stated that they could come back at the next meeting with some time frames.
- Mr. Larsen stated that would be fine and he appreciated the Council's time.

**Motion:**

**Vice Mayor Litchfield motioned to table a Special Use Permit pursuant to Carlin City Code 3-2-6. A Special Use Permit for High Plains Services LLC for the temporary Office space at 2110 Griffin Street to our meeting of January 22, 2020. Motion was seconded by Councilperson Kinney. Motion Passed.**

B) Review, discussion, and possible approval of a Special Use Permit pursuant to Carlin City Code 3-2-6. The Special Use Permit has been filed by High Plains Services LLC for an above-ground temporary fuel tank located at 2110 Griffen Street.

- Mr. Larsen stated the tank is about 20,000 gallons and it is a mobile unit. Again, the reason it is there is because we plan to build a permanent structure once we acquire our own property. We did this so we would have less impact, in our agreement with the mines is that we

have as little impact on the City as possible, and they did like us bringing our trucks into the City to fuel. We have been fueling at Pilot Thomas but due to a supply issue we have put in our own tank. Once again, we thought this issue had been addressed by Pilot Thomas. The tank we would also like to keep the permit for a year that would give us plenty of time to put in a permanent fuel source.

- Vice Mayor Litchfield asked if this this on the property right now and it is in a containment container.
- Mr. Larsen stated yes, it is designed to be this way, it is contained and for this kind of use and up to code.
- Vice Mayor Litchfield stated it is double walled.
- Councilperson Kinney inquired if the building inspector was okay with the tank and has, he looked at it and if he had any recommendations.
- Mr. Russell stated Mr. Lindsey looked at both and made no comments about the tank.
- Councilperson Johnston asked how far is it off our water source.
- Vice Mayor Litchfield stated it was at by Pilot Thomas and it was out of our water resource. He also stated he would feel more comfortable if there was a definite answer to what the inspector had to report on this tank. He would possibly like to table this as well.
- Mayor Holbrook stated he would like to table this then so the Council could get more information from the Building Inspector.

**Motion:**

**Councilperson Kinney moved to table the Special Use Permit pursuant to Carlin City Code 3-2-6. A Special Use Permit for High Plains Services LLC for an above-ground temporary fuel tank located at 2110 Griffin Street to the next City Council Meeting of January 22, 2020. Vice Mayor Litchfield seconded the motion. Motion Carried.**

- Mayor Holbrook stated he had a motion and a second, and he had some discussion on the trucks coming in and out and bringing mud and on to the street. The property to be used for what it is being used for has to have an access. After talking to Carlos Esparza, Carlin Public Works Director, so that because this is all temporary for you guys, you would not want to pay for pavement but it is something that will have to be discussed with Pilot Thomas since they are leasing this property to you. What happens with the trucks going in and off anywhere they tear the roads up because there is not a proper access to the property.

When the City Manager looks at this, this one thing we will be discussing with Pilot Thomas. For Pilot Thomas to use this property for this it will need to have a proper access so it is not tearing up the street.

- Councilperson Kinney asked if this wasn't on the Council before for Pilot Thomas to do some of this work.
- Mayor Holbrook stated it was but it was for a separate piece of property.

**8. APPROVAL of Expenditures (For Possible Action):**

- A) Review, discussion, and possible approval of City expenditures for the period 12/07/2019-12/26/2019, and 12/27/2019-01/03/2020, and all other matters related thereto. The expenditure list is available for public inspection at the Carlin Administration Building, 151 S. 8<sup>th</sup> Street, Carlin, Nevada.

**Motion:**

**Vice Mayor Litchfield made a motion to approved City expenditures for the period 12/07/2019 to 12/26/2019, and 12/27/2019 to 01/03/2020. Councilperson Kinney seconded the motion. Motion Carried.**

**9. APPROVAL of Minutes (For Possible Action):**

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for November 13, 2019, and all other matters related thereto. Draft minutes are available for public inspection at the Carlin Administration Building, 151 S. 8<sup>th</sup> Street, Carlin, Nevada.

**Motion:**

**Vice Mayor Litchfield made a motion to approve the Carlin City Council Regular Meeting Minutes for November 13, 2019. Councilperson Johnston seconded the motion. Motion Carried.**

**10. PUBLIC COMMENTS: (Non-Action Item)**

- A) 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.

**No comment from the Public.**


**11. Adjournment (For Possible Action):**

**Motion:**

**Councilperson Kinney moved to adjourn the Carlin City Council Meeting. Vice Mayor Litchfield seconded the motion. Motion Carried. The meeting was adjourned a 7:40 p.m.**

**Approved:**

**Attest:**

  
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**Mayor Dana Holbrook**

  
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**LaDawn Lawson, Carlin City Clerk**