

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

**January 13, 2021
7:00PM**

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 Cameron Kinney**

Council Members Absent: Councilperson Margaret Johnston

**Staff: Madison Mahon, Carlin City Manager
LaDawn Lawson, City Clerk
Kevin McKinney, Acting Carlin Police Chief**

**Public: Linda Bingaman, Carlin VFD
Tom Bingaman, Carlin VFD
Aitor Narvaiza, Elko County Sheriff
Armide Marn, Elko County Sheriff's Office
Luiz Carlos Nunes, DC4
Mike Silvh, Elko County Sheriff's Office
Mike Klotzsche, Carlin Police Officer
Lila Sexton, Carlin Code Enforcement Officer
Keegan Baty, Carlin Police Officer
Nathaniel Sexton, Carlin Police Officer
Karen Carr-Brian, Carlin Police Administrative Support
Alana McKinney
Fred Montes de Oca**

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)

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

- Elko County Sheriff Aitor Narvaiza presented a plaque to Kevin McKinney for his years of service at Elko County Sheriff's Office. The plaque stated "presented to Kevin McKinney in appreciation of his commitment and dedication to the members of the Elko County Sheriff. Years of service August 16, 1999 to January 3, 2021." Elko County Sheriff Aitor Narvaiza stated that the Elko County Sheriff's office was just down the street if Mr. McKinney needed anything and they would always be there. Mr. McKinney stated he had their number on speed dial. Mr. McKinney stated thank you and he appreciated the plaque.

2. Oath of Office (For Possible Action):

A) Administration of the Oath of Office by the City Clerk to Councilperson Elect Margaret Johnston and Councilperson Elect Cameron Kinney to take office as a City Councilperson on January 13, 2021, pursuant to Carlin City Charter, Article V, Section 5.090;

- Councilperson Elect Margaret Johnston was absent.
- The Oath of Office to be Carlin Councilperson was given to Councilperson Elect Cameron Kinney by Carlin City Clerk LaDawn Lawson. The oath was taken and accepted.

B) Administration of the Oath of Office by the City Clerk to appoint Kevin McKinney as City of Carlin Chief of Police, pursuant to Carlin City Charter, Article V, Section 1.110

- The Oath of Office to be City of Carlin Chief of Police was given to Kevin McKinney by Carlin City Clerk LaDawn Lawson. The oath was taken and accepted.

- Karen Carr-Brian stated on behalf of the Carlin Police Department she would like to welcome Chief McKinney and his family into the Carlin Police Department family.

3. Conciliation (For Possible Action):

- A) Review, discussion, and possible approval of conciliation with former employee Bobbi White.

❖ **Motion:**

Vice Mayor Litchfield made a motion to approve talks of conciliation with former employee Bobbi White. Councilperson Griswold seconded the motion. Motion Passed.

4. Delegation of Authority (For Possible Action):

- A) Review, discussion, and possible delegation of authority to City Manager and/or Mayor to make decisions regarding Agenda Item 3 pursuant to NRS 241.0357.

❖ **Motion:**

Vice Mayor Litchfield made a motion to give authority to City Manager and/or Mayor to make decisions regarding Agenda Item 3 pursuant to NRS 241.0357. Councilperson Griswold seconded the motion. Motion Passed.

5. City Council and City Manager Reports (Non-Action Item):

- A) City Manager: Year in review, goals and achievements.

- City Manager Madison Mahon stated she would summarize the dozens of pages in front of you. She stated she had requested that the department heads submit a year end review of 2020. What their achievements were and what their goals for 2021 and then she did one for herself. She outlined hers month by month and it is pretty lengthy. She wanted to look back and see what we accomplished each month with 2020 being such a turbulent year. Just to briefly highlight the City successfully managed through a pandemic. The Senior Center served more meals over last years numbers. The Police Department improved by leaps and bounds with public appearance. The comments we have received from the public on a daily basis about the integrity and how great our police department if performing, and we were able to hire a new Chief. Public Works has been able to make end meet without the CT Crews which it was a disappointment not having the community trustees in the City. Public Works was also able to complete a much need sidewalk project as you have seen various sections of sidewalk going up around town. She felt that was one of their highlights for 2020. Fire Department has been heroes through COVID19. They have been improving relationships with other cities, municipalities, and their air partners. They have done this all through a pandemic with all the restrictions that were placed on them. Administration Department has been resilient and flexible in continuing to serve the public. They closed their doors for many months and it was without a hiccup in serving the public to make sure that everything that they offered to the public was still

offered. They were really great during that time. Municipal Court also set the standard of how we could continue to serve the public without any interruption and how to do it safely. She mentioned that she broke-out her report monthly but she felt that the year had thrown her a lot of HR hurdles and challenges that were COVID related and she feels those are her greatest accomplishments. She managed through the different leaves and directives and everything that COVID brought with it. It was interesting to navigate. She began working on the Nevada Rural Housing last year on a potential senior housing project that has continued into this year. We managed to apply, receive, and utilize over \$400,000 CARE Funding.

- Mayor Holbrook stated he thinks that everyone in the world dealt with a lot of personal issues let alone trying to get their work done. When he looks at the City of Carlin compared to other municipalities, and how they shut-down and did not provide their services to their citizens. The City of Carlin has done an amazing job doing what we could for our citizens. He also thought the citizens stepped up with the donations, and he saw them going and helping other people, and the school trying to get the school stuff going. He thought this is a testimony to our whole community and the people that work here that we all work together. It was disheartening that we have to go through this but at the same time it was amazing year and we have amazing people in this town. He is proud to say he is the Mayor of the City of Carlin and he has people working for the City that he is very proud of and he has citizens that are amazing. It has been an amazing year for him and it humbles him seeing what everyone has done.
- Councilperson Kinney stated the businesses for their part in adapting to all the changes they had to adapt to and still are in business. We want to thank them for all that they have done.
- Vice Mayor Litchfield stated that he has been here 20 years and he has sat on this council with three (3) different City Managers and the leadership this past year has seen from the Mayor's position, to City Manager, to City Hall, to Public Work, to the Fire Department, to Police Department, the challenges we had to face as a collective body 20/20. We have never seen it before and he was glad to have the leadership here that we have. Every department head stepped up, did above and beyond what was needed and he appreciates each and everyone of you guys.
- Councilperson Griswold stated she would like to say she agrees with everything that has been said.
- Mayor Holbrook stated that we had several employees that came up to milestone years and he has not forgotten about them but it has been a crazy year but he is still want to get something out to recognize these employees for hitting milestone years.
- Officer Keegan Baty, 106 Tomera Ranch Road, he would like to echo what Vice Mayor Litchfield said. From the start of 2020 it has been hectic, he can't imagine going through 2020 without the heads that we had. Our City Manager has been flawless, the City Council has been flawless, and he would like to say thank you to you guys, it has been a crazy year especially in the Police Department.

Directives, and memos, everything was very clear and concise and easy to follow and he just wanted to say thank you for that.

- ❖ Non- Action Item. No action taken.

6. Carlin Historical Society (For Possible Action):

- A) Review, discussion, and possible approval of a request from the Carlin Historical Society for permission to install way-finding signs to the museum at Chestnut and 10th Street and the corner of Cedar and 10th Street, and all related matters.

- ❖ **Motion:**

Councilperson Kinney moved to approve the request from the Carlin Historical Society for permission to install way-finding signs to the museum at Chestnut and 10th Street and the corner of Cedar and 10th Street. Councilperson Griswold seconded the motion. Motion Passed.

7. Planning Board (For Possible Action):

- A) Review, discussion, and possible final approval of Isabella Bender and William Bender's resignation request for the Planning Board;

- ❖ **Motion:**

Vice Mayor Litchfield made a motion to approve the resignation letter of Isabella Bender and William Benders from the Carlin Planning Board. Councilperson Kinney seconded the motion. Motion Passed.

- B) Review, discussion, and possible final approval of the re-zone request approved by the Planning Board for Parcel # 002-042-009, also known as 752 3rd Street;

- ❖ **Motion:**

Councilperson Griswold made a motion to approve the final re-zone request approved by the Planning Board for Parcel #002-042-009, also known as 752 3rd Street. Councilperson Kinney seconded the motion. Motion Passed.

- C) Review, discussion, and possible final approval of the re-zone request approved by the Planning Board for Parcel # 002-042-019, also known as 209 ½ Chestnut Street, and all related matters.

- ❖ **Motion:**

Councilperson Kinney moved to approve the re-zone request approved by the Planning Board for Parcel #002-042-019, also know as 209 1/2 Chestnut Street. Councilperson Griswold seconded the motion. Motion Passed.

8. Contract Amendment (For Possible Action):

- A) Review, discussion and possible approval to amend City Manager Madison Mahon's contract to increase her annual salary and/or provisions in the contract related to a salary increase for moving to the City of Carlin, and all related matters.

❖ **Motion:**

Vice Mayor Litchfield made a motion to amend City Manager Madison Mahon's contract to increase her annual salary to Step 13 effective this pay period making the annual salary to \$70,677.00 and leaving the remainder in the contract if she moves to the City of Carlin. Councilperson Griswold seconded the motion. Motion Passed.

9. APPROVAL of Minutes (For Possible Action):

A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for October 28, 2020 and December 9, 2020, and the Carlin City Council Special Meeting Minutes for September 23, 2020 and November 16, 2020, and all other matters related thereto. Draft minutes are available for public inspection at City Hall, 151 S 8th Street, Carlin Nevada.

❖ **Motion:**

Councilperson Kinney moved to approve the Carlin City Council Regular Meeting Minutes for October 28, 2020 and December 9, 2020, and the Carlin City Council Special Meeting Minutes for September 23, 2020 and November 16, 2020. Councilperson Griswold seconded the motion. Vice Mayor Litchfield stated that he would respect the opinion of his councilmembers and he would vote aye. Mayor Holbrook voted aye as well. Motion Passed.

10. APPROVAL of Expenditures (For Possible Action):

A) Review, discussion, and possible approval of City expenditures for the period of 11/26/2020-12/4/2020, 12/5/2020-12/18/2020, and 12/19/2020-01/08/2021 and all related matters. The expenditure list is available for public inspection at City Hall, 151 S 8th Street, Carlin Nevada.

❖ **Motion:**

Vice Mayor made a motion to approve all of City expenditures for the period of 11/26/2020-12/4/2020, 12/5/2020-12/18/2020, and 12/19/2020-01/08/2021. Councilperson Kinney seconded the motion. Motion Passed.

11. 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.


- **None.**

12. Adjournment (For Possible Action):

- ❖ **Councilperson Kinney moved to adjourn the Carlin City Council meeting at 7:38 p.m. Vice Mayor Litchfield seconded the motion. Motion Passed. Mayor Holbrook adjourned the Carlin City Council meeting.**

Approved:

Attest



Mayor Dana Holbrook



LaDawn Lawson, Carlin City Clerk