

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

**January 22, 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 by telephone
Councilperson Pam Griswold
Councilperson Margaret Johnston
Councilperson Cameron Kinney**

Council Members Absent: None.

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

**Public: Jan Brizee, Carlin Planning Commission
D'Anne Wright
Thad S. Ballard, Wells Rural Electric Company
Fred Montes De Oca
Colleen Lafferty, Nevada Division of Forestry
Gordon Russell, High Plains Trucking
Wren Doxey**

- 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.

- **No Public comment.**

2. Presentation from Carlin PTSO (Non-Action Item):

A) Presentation from Carlin PTSO.

- **There was no one present to give this presentation.**

3. 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.

- Mayor Dana Holbrook read into the record a letter from Heather Trujillo dated January 22, 2020. He read:

“Carlin City Council,

In the past when the council has granted temporary special use permits, they have done nothing to add value to our economic base. If High Plains is planning to build a permanent facility then by all means let them have a temporary facility. Carlin cannot afford to provide police and fire services to businesses that don't support the tax base. There is also wear and tear on our infrastructure.

Code enforcement was necessary to get High Plains to buy a business license and to setup an account to collect landfill fees.

If they want to be in Carlin let them build permanent facility and they can sell it when they leave.

Signed Heather Trujillo”

- City Manager Madison Mahon stated she had spoken to Joe Lindsey, Carlin Building Official, and he reported the temporary fuel tank is okay and would recommend the issuance of the requested special use permit. He also noted there are still required electrical inspections and permits, but both can be completed after completion of the office trailer set-up and after a special use permit has been issued.

Motion:

Councilperson Pam Griswold made a motion to approve the Special Use Permit pursuant to Carlin City Code 3-2-6 for a period of three (3) months with the understanding that High Plains Services will meet with the Public Works Department to figure out some type of approach and at the end of the three (3) months they can come back and request another Special Use Permit if need be at 2110 Griffin Street for Temporary office space. Councilperson Margaret Johnston seconded the motion. 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.

Motion:

Councilperson Pam Griswold made motion to approve a Special Use Permit pursuant to Carlin City Code 3-2-6. The Special Use Permit filed by High Plains Services LLC for an above-ground temporary fuel tank located at 2110 Griffin Street for a three (3) month time period to coincide with their temporary office space. Councilperson Margaret Johnston seconded the motion. Motion Passed.

4. Resolutions 2019-06, 2019-07, 2019-08, 2019-09, 2019-10 (For Possible Action):

- A) Review, discussion, and possible re-approval of Resolution 2019-06, A Resolution Adopting Additions and Deletions to the Electrical Code Per 2-5-5.
- B) Review, discussion, and possible re-approval of Resolution 2019-07, A Resolution Adopting Additions and Deletions to the International Building Code Per 2-7-2.
- C) Review, discussion, and possible re-approval of Resolution 2019-08, A Resolution Adopting Additions and Deletions to the Plumbing Building Code Per 2-2-3.
- D) Review, discussion, and possible re-approval of Resolution 2019-09, A Resolution Adopting Additions and Deletions to the Residential Building Code Per 2-1-2.
- E) Review, discussion, and possible re-approval of Resolution 2019-10, A Resolution Adopting Additions and Deletions to the Mechanical Code Per 2-9-2.
- Mayor Dana Holbrook stated he was going to combined Item 4, A thru E.
 - Madison Mahon stated these Resolutions were adopted at an earlier meeting but because they referenced Ordinance 248 which was adopted at a later meeting, they needed to be re-approved so they would reference an adopted valid, Ordinance 248. No changes have been made to these resolutions.

Motion:

Councilperson Cameron Kinney moved to approve Resolutions 2019-06, 2019-07, 2019-08, 2019-09, and 2019-10. Councilperson Margaret Johnston seconded the motion. Motion Passed.

5. NDF Van Contract (For Possible Action):

- A) Review, discussion, and possible approval of an updated contract with the Nevada Division of Forestry for the use of the NDF van to transport Community Trustees to and from the Carlin Conservation Camp.

Motion:

Councilperson Cameron Kinney moved to approve the updated contract with the Nevada Division of Forestry for the use of the NDF van to transport Community Trustees to and from the Carlin Conservation Camp with NDF providing fuel and maintenance for the van with an end date of June 30, 2020. Vice Mayor Lincoln Litchfield seconded the motion. Motion Passed.

6. RV Utility Billing Rates (Non-Action Item):

- A) Discussion regarding the current utility rates for Recreational Vehicle lots in the City of Carlin;
- B) Discussion on a possible maintenance fee for utilities provided to unoccupied properties in the City of Carlin.
- Mayor combined Item 6, A and B and stated this was put forth to open the discussion regarding the water and sewer rates. The City's utility rates were discussed at a prior meeting and in order to update our infrastructure we are facing a substantial increase if we do all of the projects. The City will be doing a rate study and if everyone shares in the cost it will not be such a large shock for individuals. He stated one thing that was being looked at was the Recreational Vehicle rates. They are about 40% of the regular homesites or residential rate. I realize they are smaller lots but the usage is about the same and in the winter, it is a common practice for them to leave the water running to avoid freezing. I wanted to open this up for discussion as to what we may feel is a fair increase for these units. The other thing is we have a lot of unoccupied properties here in Carlin and they are not paying for any utilities. If the property is unoccupied the water is shut-off however, the infrastructure is still deteriorating so should we have a maintenance fee for properties that are empty. The water and sewer are still available for use.
 - Valerie Myers stated she has never gotten the less rate for her two (2) RV spaces.

- City Clerk LaDawn Lawson stated she can come to the Clerk's Office and we will check on the rate for her.
- Councilperson Cameron Kinney inquired as the meaning of an RV lot.
- Councilperson Pam Griswold stated it the RV lots that people pull in to for the night or a week or longer.
- Mayor Dana Holbrook stated another option is to start using water meters.
- City Clerk LaDawn Lawson stated there are some businesses that have already went to meters.
- D'Anne Wright asked if the National Guard was on the city system and do, they have a meter.
- City Clerk LaDawn Lawson stated they are on the city system and they do have a meter.
- Wren Doxey owner of Bush Gardens RV Park stated the half rate we are paying ends up being about 11% of our rent. The problem with an RV Park in Carlin is it is hard to fill. There is nothing for people in Carlin and it is hard to get people to move here. Raising the rates on the RV parks would be financially crippling. We have the state, county, manufactured housing, and the city. Everyone wants their piece of the pie leaving very little profit for the RV park. This leaves little for maintenance or other things. He stated the maintenance fee for the water to be available, he could see that but an increase in the water and sewer would be difficult.
- Fred Montes De Oca stated he would not be in favor of an increase and he would like to see the water billed to the tenants the way it was done several years ago. He discussed how other cities billed him for his properties and how the City may look at other options.
- Discussion continued and Mayor Holbrook thanked everyone for their input and felt this was a good start. Mayor Holbrook stated they would be having many more meetings to discuss the utility rates for the entire city and encouraged everyone to come and participate in these discussions.

Non-Action Item.

7. Collection Service of Nevada Reno Contract (For Possible Action):

- A) Review, discussion, and possible approval of a contract with the Collection Service of Nevada Reno.

Motion:

Councilperson Cameron Kinney moved to approve the contract with the Collection Service of Nevada Reno. Councilperson Margaret Johnston seconded the motion.

Motion Passed.

8. Proclamation Declaring January 2020 as “National Radon Action Month” (For Possible Action):

- A) Review, discussion, and possible approval to declare January 2020 “National Radon Action Month in Carlin, Nevada.

Motion:

Councilperson Margaret Johnston made a motion to approve to declare January 2020 “National Radon Action Month in Carlin, Nevada. Councilperson Pam Griswold seconded the motion. Motion Passed.

9. 2020 General Election, Resolution 2020-01, Resolution 2020-02 (For Possible Action):

- A) Review, discussion, and possible approval of the City of Carlin Proclamation of the Carlin City General Election;

Motion:

Vice Mayor Lincoln Litchfield so moved. Councilperson Cameron Kinney seconded the motion. Motion Passed.

- B) Review, discussion, and possible approval of Resolution No. 2020-01 “Resolution that notice of time for candidates to file declaration of candidacy for Carlin City General Election on November 3, 2020, be given by the City Clerk substantially in the manner following: Notice of time for candidates to file declaration of candidacy for Carlin City general election November 3, 2020”;

Motion:

Councilperson Margaret Johnston so moved. Councilperson Pam Griswold seconded the motion. Motion Passed.

- C) Review, discussion, and possible approval of Resolution 2020-02, “Resolution that the City Clerk is authorized and instructed to cooperate with the County Clerk of the County of Elko in all matters pertaining to the City of Carlin registration and election, and to have all necessary printing done, publications made, ballots prepared, etc., as shall be proper and lawful under the circumstances”.

Motion:

Councilperson Pam Griswold so moved. Councilperson Cameron Kinney seconded the motion. Motion Passed.

10. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period 01/04/2020-01/17/2020, 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.

Motion:

Councilperson Cameron Kinney move to approve the City expenditures for the period 01/04/2020-01/17/2020. Vice Mayor Lincoln Litchfield seconded the motion. Motion Passed.

11. APPROVAL of Minutes (For Possible Action):

A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for December 4, 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.

- A typo in the agenda item was noted the Minutes were for a Special meeting instead of a Regular meeting.

Motion:

Councilperson Pam Griswold made a motion to approve the Carlin City Council Special Meeting Minutes for December 4, 2019. Cameron Kinney seconded the motion. Motion Passed.

12. 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.

- Thad Ballard of Wells Rural Electric Company reported on the successful launch of the Next Dollar Foundation. He reported every dollar collected from Carlin stay within the Carlin Community to build projects. He stated that everyone's bill was rounded up to the nearest dollar and if you do not want to participate in the program you will need to contact Wells Rural Electric and request to opt out of the program. He listed the projects that had already been done in Carlin with these funds.
- Phillip Herring with the Operating Engineering introduced himself as the new union representative for the Carlin Public Works and Carlin Senior Center Bargaining Units.


13. Adjournment (For Possible Action):

Motion :


Councilperson Margaret Johnston move to adjourn the meeting of the Carlin City Council. Councilperson Cameron Kinney seconded the motion. Motion passed with the Mayor adjourning the meeting at 8:20 p.m.

Approved:

Attest:



Mayor Dana Holbrook



LaDawn Lawson, Carlin City Clerk